



Insight

Progress Reports

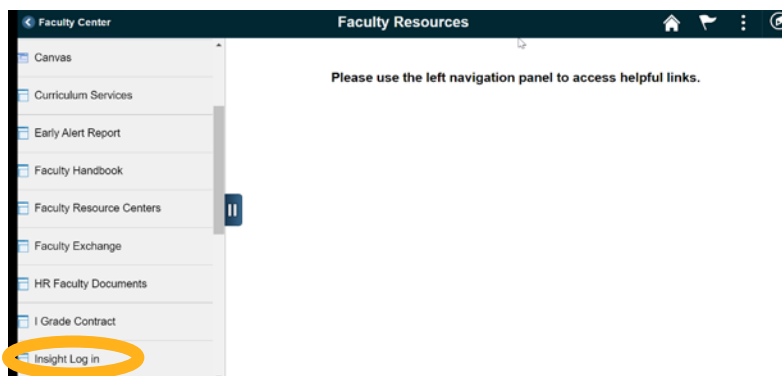
# Faculty Progress Reports

Progress Reports are a tool to collaborate with Academic Success Coaching staff and provide updates on progress to staff. These Progress Reports are a snapshot in time to help identify students early who may be struggling in the course for additional outreach. You will be able to create a progress report for a single student or your entire course section. You will be able to provide information about:

- absences
- missed assignments
- current grade
- any positive feedback
- increased academic risk

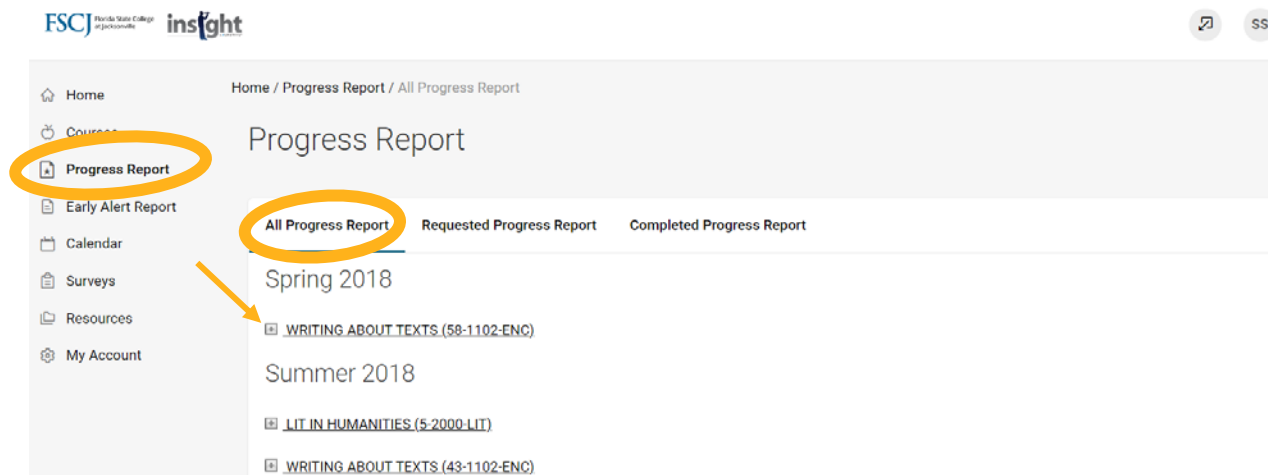
## How to Complete a Progress Report

Log into your Insight account using your FSCJ log in information. You will access your Insight account through the Faculty Center in myFSCJ. Click on the **Faculty Resources** tile and then scroll down to **Insight Log in**.



On the main Progress Report page, you will see three tabs including All Progress Report, Requested Progress Report, and Completed Progress Report.

Click on All Progress Reports, then select the class that you want.



## Progress Report for a Single Student

<input type="checkbox"/> <b>John Anderson</b> ID : 15	Absences <input type="text"/>	Grade <input type="text"/>	<input type="checkbox"/> N/A	Increased Risk <input type="button" value="No"/>
	Comments <div></div>			Positive Feedback <input type="button" value="No"/>
				Missed Assignments <input type="button" value="No"/>

When completing a progress report, you can include any information for the Academic Success Coaching team. This could include a grade estimate, estimates of attendance, and any comments about classroom demeanor, performance on assignments, etc. You can identify if a student has an increased risk for failure in your course, if it is positive feedback for great work, and if they have missed any assignments.

*Examples:*

<input checked="" type="checkbox"/> <b>Nicole Ackermans</b> ID : 1234  <i>Last Submitted: Nov 4, 2016 - 1:54pm</i>	Absences <input type="text" value="4"/>	Grade <input type="text"/>	<input checked="" type="checkbox"/> N/A	Increased Risk <input checked="" type="button" value="Yes"/>
	Comments Nicole is at risk of receiving an <b>FN</b> for the course.			Positive Feedback <input type="button" value="No"/>
				Missed Assignments <input checked="" type="button" value="Yes"/>
				How Many Missed Assignments? <input type="text" value="3"/>

Writing About Non-Fiction Prose

Save Progress Report

☒
**Kody L Kellum**  
ID : 1487

Absences 
Grade 
☐ N/A

Increased Risk   
Positive Feedback   
Missed Assignments

Comments  
Kody actively participates in class in a meaningful way and completes assignments on time.

Principles of Economics II

Save Progress Report

☒
**Walker H Bailey**  
No Student ID

Absences 
Grade 
☐ N/A

Increased Risk   
Positive Feedback   
Missed Assignments   
How Many Missed Assignments?

Comments  
Online student. Student has fallen behind on assignments. Walker is able to get caught up on assignment but needs to do so by the end of next week to improve grade.

### Completing Progress Reports for Class Section:

You are able to submit progress reports for your entire course roster, a handful of students, or an individual student by selecting your course from the list. This can be helpful during crucial periods such as midterms.

Home  
Courses  
Progress Report  
Early Alert Report  
Calendar  
Surveys  
Resources  
My Account

All Progress Report
Requested Progress Report
Completed Progress Report

Spring 2018

☒ WRITING ABOUT TEXTS (58-1102-ENC)

Save Progress Report

☒
**Barnes,Trevor William**  
ID : 3504814

Absences 
Grade  ☐ N/A

Increased Risk   
Positive Feedback   
Missed Assignments   
How Many Missed Assignments?

Comments

☐
**Bassett,Alexa**  
ID : 3252067

Absences 
Grade  ☐ N/A

Increased Risk

Draft Saved

## Completing Requested Progress Reports:

If an Academic Success Coach requests a progress report for a specific student or group of students, you will receive an email notification.

By selecting the link, you will be directed to the progress report in need of completion

Dear Billy Thomas,

This is a request for a progress report in class Introduction to Philosophy. Please use following link to complete the progress report: [https://fscj-insight.symplicity.com/progress\\_report/YToyOntzOjEwOiJmYWN1](https://fscj-insight.symplicity.com/progress_report/YToyOntzOjEwOiJmYWN1)

Students:  
Elise Horowitz



Fall 2017

[Introduction to Philosophy](#)

**Botany**

Save Progress Report

<input type="checkbox"/>	<b>Elise Horowitz</b>	Absences <input type="text"/>	Grade <input type="text"/>	<input type="checkbox"/> N/A	Increased Risk <input type="button" value="No"/>
		Comments <input type="text"/>			Positive Feedback <input type="button" value="No"/>
					Missed Assignments <input type="button" value="No"/>
Requested: Sep 26, 2017 - 10:24am					

You can also log into your Insight account and review any requested progress reports in the sub-tab.

The screenshot shows the 'Progress Report' interface. At the top, it says 'Welcome, Albert Einstein.' and 'software by simplicity™'. Below the title, there are three tabs: 'All Progress Reports', 'Requested Progress Report' (which is highlighted with an orange circle), and 'Completed Progress Report'. The main content area is for 'Spring 2017'. Under the 'Statistics and Probability' section, the 'Save Progress Report' button is circled in orange. Below this, there is a form for a student named 'Nicole Ackermans' with ID '1234'. The form includes fields for 'Absences', 'Grade', and a checkbox for 'N/A'. There are also three toggle switches for 'Increased Risk', 'Positive Feedback', and 'Missed Assignments', all currently set to 'No'. A 'Comments' text area is also present. The 'Requested' date and time are shown as 'Apr 11, 2017 - 4:03pm'.

You can complete the progress from this tab as well.

When you have completed a progress report, be sure to “Save Progress Report”. This will submit the report as a snapshot in time of the student’s progress and notify staff.

### Congratulations

You have successfully completed a progress report.

Should you have questions or concerns, please contact [insight@fscj.edu](mailto:insight@fscj.edu)