How to Complete an Early Progress Report

Accessing the Student Feedback page

1. In the email requesting student feedback, scroll down past the FAQs about EPR (Early Progress Reporting) section. Towards the bottom of the email click on the Click to Begin Entering Student Feedback link.

   **Click to Begin Entering Student Feedback**

2. Once you open the Student Feedback Page, you will see a list of students that are in your class.

   **Student Feedback**

   ![Table showing student names and feedback options]

   You do not have to provide feedback on all of your students. You can just indicate the students for which you have concern, provide a kudos for students who are doing particularly well in a course, or both.

Indicating Students of Concern

1. Next to the student’s name, click Yes in the **Are you concerned about this student?** box.

2. You must choose a reason for your concern from the drop down list.

3. You can also provide optional comments that would be seen by a student’s advisor.
Giving Kudos to Students

1. Next to the student’s name, click No in the **Are you concerned about this student?** box.

2. You can select the Kudos option from the drop down list.

3. You can also provide optional comments that would be seen by a student’s advisor.

Submitting your Feedback

At the bottom of the Student Feedback page, click the blue **Submit only marked students** button.

This button will submit student you have marked in Pathways as being complete (effectively removing them from your list of students). Students you have not marked will remain on your list. As a result, you can re-use the link in the progress report email, at any time, to continue marking your students in your classes.