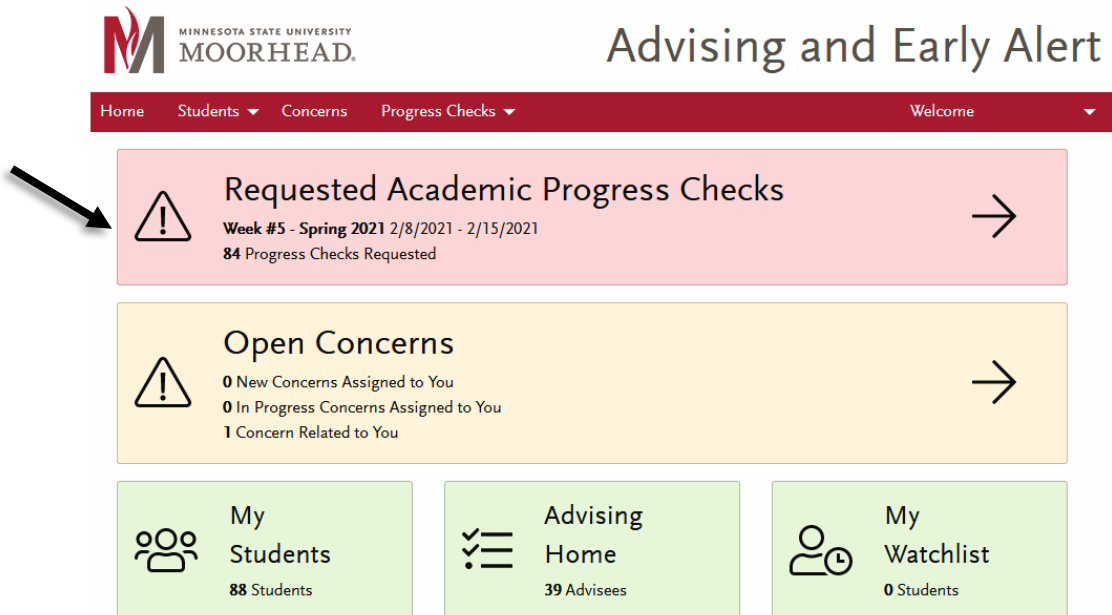


Submitting Academic Progress Checks

Faculty will receive an email when Academic Progress Checks (APCs) are requested and a deadline for submission will be included in the communication. A reminder email will be sent three days later for those who have yet to submit their APCs.

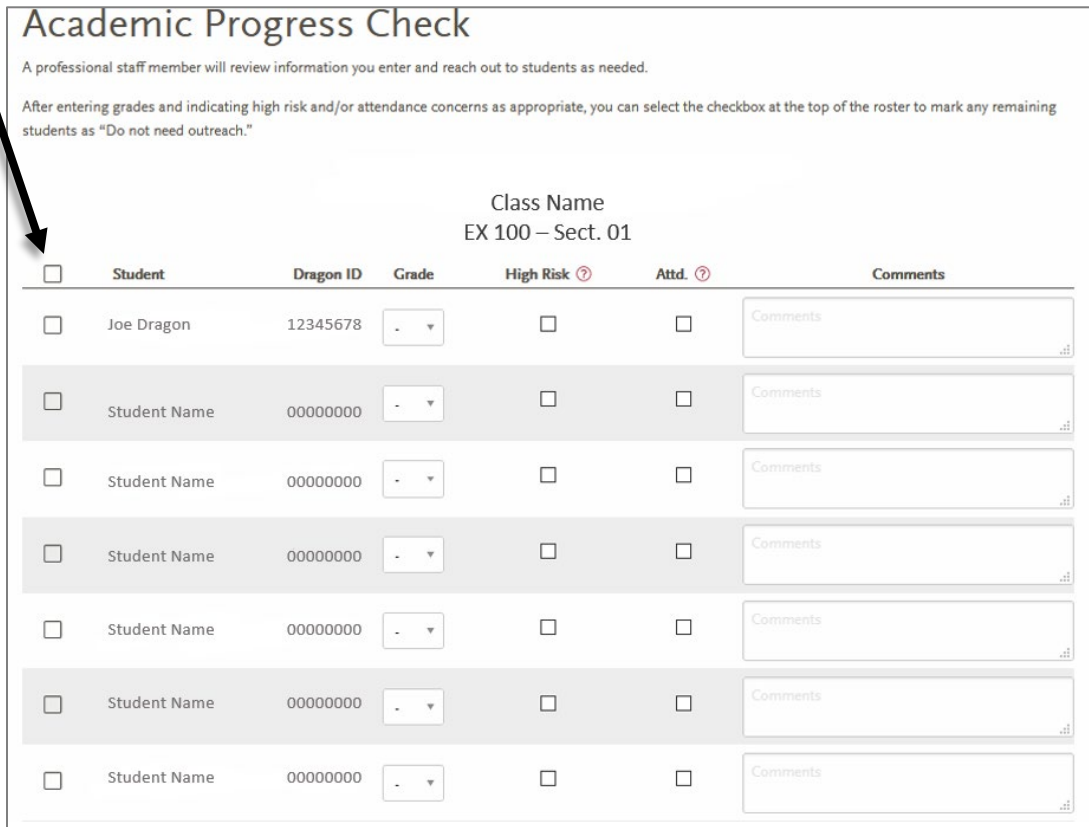
- 1) Log into the Advising and Early Alert system <https://my.mnstate.edu/EarlyAlert>
- 2) Click 'Requested Academic Progress Checks'
 - If you have Academic Progress Checks to enter, the box should be shaded red and have an alert icon



The screenshot shows the MSUM Advising and Early Alert dashboard. At the top left is the MSUM logo. The navigation bar includes 'Home', 'Students', 'Concerns', 'Progress Checks', and 'Welcome'. The main content area has three sections: 'Requested Academic Progress Checks' (shaded red, with an alert icon and a right arrow), 'Open Concerns' (shaded yellow, with an alert icon and a right arrow), and three green boxes: 'My Students' (88 Students), 'Advising Home' (39 Advisees), and 'My Watchlist' (0 Students). An arrow points to the 'Requested Academic Progress Checks' section.

- 3) Choose the class you want to enter progress checks for
- 4) At minimum, please enter information for students at risk of not successfully completing your class:
 - Grades of D or F
 - "High Risk" = the student is at risk of failing your course
 - "Attd." = you have some concern about their attendance, or lack thereof
 - Note: If you check the "High Risk" or "Attd." box you are required to enter a comment to provide more information so staff who receive these APCs have the most information possible

- 5) Continue to enter information for the rest of your students as needed; if you want to mark all remaining students as complete / not in need of outreach, you can do by clicking the checkbox in the header line of the student roster



Academic Progress Check

A professional staff member will review information you enter and reach out to students as needed.

After entering grades and indicating high risk and/or attendance concerns as appropriate, you can select the checkbox at the top of the roster to mark any remaining students as "Do not need outreach."

Class Name
EX 100 – Sect. 01

<input type="checkbox"/>	Student	Dragon ID	Grade	High Risk ?	Attd. ?	Comments
<input type="checkbox"/>	Joe Dragon	12345678	- ▾	<input type="checkbox"/>	<input type="checkbox"/>	Comments
<input type="checkbox"/>	Student Name	00000000	- ▾	<input type="checkbox"/>	<input type="checkbox"/>	Comments
<input type="checkbox"/>	Student Name	00000000	- ▾	<input type="checkbox"/>	<input type="checkbox"/>	Comments
<input type="checkbox"/>	Student Name	00000000	- ▾	<input type="checkbox"/>	<input type="checkbox"/>	Comments
<input type="checkbox"/>	Student Name	00000000	- ▾	<input type="checkbox"/>	<input type="checkbox"/>	Comments
<input type="checkbox"/>	Student Name	00000000	- ▾	<input type="checkbox"/>	<input type="checkbox"/>	Comments
<input type="checkbox"/>	Student Name	00000000	- ▾	<input type="checkbox"/>	<input type="checkbox"/>	Comments

- 6) Click confirm at the bottom of the page repeat the process for each of your courses

What happens next?

At the end of the submission period, Student Relations Coordinators and the Academic Support Center will begin outreach to students in order to provide assistance and connection to resources.

Questions?

Contact Loren Baranko Fought (loren.baranko@mnstate.edu; 218-477-4727)