Faculty: Interim Progress Indicators

By the end of the fifth week of classes for regular session (15-week) courses, faculty members teaching developmental, one hundred-level and two hundred-level classes will assign satisfactory or unsatisfactory performance indicators to all students. Such indicators will be assigned in the system used by the University Registrar, and will be based on the faculty members’ overall assessment of the students’ classroom performance to-date. The system will in turn notify students of any unsatisfactory indicators and direct them to seek the advice of their faculty and/or academic advisor in order to improve their classroom performance.

Once a progress indicator is entered and saved, it will be viewable to students in “My Akron”. Progress indicators are advisory in nature and are not recorded on the students’ permanent academic record.
**Important Information about using Self-Service:**

- The application will time out after 20 minutes of inactivity.
- Data is not saved until the **SAVE** button is clicked – save often to prevent any loss of data!
- An instructor **must** be the instructor of record in order to enter interim progress indicators for a course.
- Instructors of Record can be added to a course through the Instructor's department. Instructors should contact the administrative assistant in their department. Once added, they can enter interim progress indicators for the class. (They would log-in using their own UANet ID).
- Interim Progress rosters are only generated for **regular session (15-week)** developmental, 100 and 200 level classes.
- Students who have withdrawn from a course will be denoted with **WD** and no indicator can be entered for them.
- **WD** grades will be assigned by the system when the withdrawal is processed. If the student does not have a grade of **WD** on the interim roster, he/she has not officially withdrawn from the class and a valid interim progress indicator must be entered.
- Press the **TAB** key to advance to the next student record – not the **ENTER** key.
- If you do not know your UANet ID and/or password, contact the Support Desk at 330-972-6888 for assistance.
Important Information about Interim Progress Indicator Processing:
• Instructors may partially complete the interim roster. The instructor may then go back at a later date (by the posted deadline) and input the interim progress indicators for those students for which no indicator was entered.
• Interim progress indicators are viewable by students, once they are entered and saved by the instructor.
• All interim progress indicators must be entered by the posted deadline date.
Entering Interim Progress Indicators

**Instructions:**

1. Log in to [My Akron](#) with your Uanet ID and password:

   ![University of Akron Login](image)

2. Click the [Faculty Center](#) link located on the [Faculty/Staff](#) tab.
Instructions:

3. Click on the roster icon for the course for which you wish to submit interim progress indicators.
Instructions:

4. Notice the menu which appears on the left side of the page. You may wish to minimize this menu in order to view more of the screen. To minimize the menu, click on the minus sign in the upper right corner of the menu.

Minimize the menu.

Any time you wish to return to the menu click the icon which now appears in place of the menu.
**Instructions:**

5. The interim progress indicator roster is displayed. All of the regular session (15-week) classes you are assigned to teach which are a developmental, 100 or 200 level will appear. *Use the links provided to navigate – do not use the browser’s Back button.*

In the “Display Options Area”, click on the drop-down and select “**Interim Grade**” from the list.

Select “**Interim Grade**” from the list.
6. There are two methods to enter interim progress indicators:
   a. Enter the indicator directly into the Roster Grade field
   b. Click the down arrow to display a list of valid indicators and then select the appropriate code from the list:
      i. \( S \) = Satisfactory
      ii. \( UA \) = Unsatisfactory Attendance
      iii. \( UL \) = Unsatisfactory Performance Quality
      iv. \( UT \) = Unsatisfactory Performance Quantity
      v. \( UAL \) = Unsatisfactory Attendance & Performance Quality
      vi. \( UAT \) = Unsatisfactory Attendance & Performance Quantity
      vii. \( ULT \) = Unsatisfactory Performance Quality & Quantity
      viii. \( UAQ \) = Unsatisfactory Attendance, Performance Quantity & Quality

Select the progress indicator related to the student’s class performance.
Instructions:

7. Press the **TAB** key to advance to the next student record.

8. Click the **Save** button to save the changes.

   Click the **Save** button frequently. This is located at the bottom of the page – you may need to use the scroll bar to view this button.

   The interim progress roster information is saved each time you click the Save button.

9. Upon entering an indicator, an informational message will appear, indicating you have unsaved data on the page. This will disable the navigation tabs and links on the page in order to protect you from losing any data by navigating away from the page without saving.

   a. Once you click the **Save** button the navigation tabs and links will be enabled.

   b. If you do NOT wish to save the data on the page, click the **Enable tabs & links** button to clear the unsaved data and enable the tabs and links.

   ![Warning](https://example.com/warning.png)

   *You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.*

   **enable tabs & links**
**Instructions:**

10. If you wish to print the interim progress roster scroll down and click the **Printer Friendly Version** button. Once this appears, use the browser’s print function to print the roster.

11. To view the interim progress roster for another class, click the **Grade Roster** link.

12. Don’t forget to sign out of self-service when you are finished. Click the **Sign Out** link in the header bar.