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## Tips for Maximizing RAPS PROGRESS REPORTS

The Early Alert Progress Report is a retention tool used to identify and offer support for academically at-risk students by connecting the student to campus resources.

### 01 IDENTIFY STUDENTS AT RISK

Proactively track students that are at risk in your course based on your course standards. This will make it easier to quickly respond and target at-risk students on your progress report.



### DO NOT WAIT 02

Respond to Progress Report requests even if you have no students at risk. Progress reports are issued 3-4 times per semester. However, if you notice a concern with a student's course progress, you can issue an anytime alert outside of the progress report request.

### 03 LOW-STAKES ASSIGNMENTS

Create low-stakes assignments such as a syllabus quiz within the first two weeks of the semester to assess student engagement. Early participation and active engagement are necessary to ensure course success.



### GET SPECIFIC 04

Provide details in the comments of relevant information relating to the student alert and supply specific strategies for course improvement.

### 05 KEEP CONNECTED

Reach out to the Retention Team for questions about the alert process, cases, and interventions. We are here to help you support your student.

