

## Important Faculty Resources & Information

Dear faculty member,

Welcome to Fall Semester! As you prepare for the upcoming semester, here is some important information for faculty interventions that support student success.

*(This is a bit long, so it might be good to print and put on your bulletin board so you can reference the dates later. And save a copy in a mail folder so you can go to the embedded links when you need them.)*

### PARTICIPATION ROSTERS

In the first week of the semester, you will receive an email from Kim Everhart, Director of Financial Aid, with instructions for how to submit **participation rosters** for students who have yet to establish participation at least once in your class. This is not only a critical process for Title IV compliance, but also helps our student success staff to reach out to students who might need assistance.

Participation rosters are due by midnight.

- Full-term courses - Friday, September 8
- A-term courses - Friday, September 1
- B-term classes - Friday, October 20

A great way to establish student participation is to create a low-stakes assignment such as a syllabus quiz to complete prior to the participation roster due date to assess student engagement. Early participation and active engagement are helpful to ensure course success.

Additional information, including FAQs and a video tutorial, can be found [here](#).

### PROGRESS REPORT & ALERTS

In week 4 (Monday, September 18) of the semester, you will receive a **progress report** email from me, providing a link to your class roster to issue alerts for your students who are experiencing attendance, performance (low grades), and/or other concerns in your course.

Two new items for the Fall semester:

- 1) In order to optimize resources, we will be sending progress reports only for *general education core courses* (as well as developmental courses and their affiliated coreqs). This approach will target those new and continuing students who might not have their academic footing yet and give our staff the ability to better manage cases.
- 2) And now you will have the ability to provide a “positive” alert. Many students need feedback just to know that they are on-track and doing well. This encouragement can help a student know they are doing great work and help them feel connected to Wright State.

Of course, remember that you can still issue Alerts at any time (“anytime alerts”) outside of the Progress Report including any of your courses and any of your students by logging into [Navigate](#) (formerly known as RAPS). Navigate is accessible through WINGS on the right-hand tab under *Faculty and Advisor Resources*. When you log in, you will see a full roster of your classes and can raise an alert on individual students at any time. Click [here](#) for further information including video tutorials.

### MIDTERM GRADES

And, lastly, faculty will regularly submit **midterm grades** for all full-term undergraduate courses. Faculty may start reporting midterm grades beginning at 8 a.m. Monday, October 2. Midterm grades are due by noon on Wednesday, October 18. Click [here](#) for further information about midterm grades and posting grades at the Registrar's faculty resource page. And click [here](#) for the academic calendar including key dates for the current semester.

For additional information including who to contact when, please check out the Success Programs [faculty resource page](#) for FAQs or feel free to contact me with questions.

Thank you for your continued strong participation in our requests of you; it's very much appreciated and is making a difference. Your support of students is valued and vital to our student success outcomes.

Best regards,

Tim Littell  
Associate Vice Provost, Student Success