



Office of
Student Af

Faculty Guide to Class Progress Reports

Class Progress Reports (CPRs) are used to provide **individual feedback** to students concerning their progress in a class, notify them of specific class requirements that are not being met or notify them that they may be in jeopardy of receiving a No Credit grade (NCR).

Class Progress Reports can only be used for students who have an SAIC email account. This includes Degree Students, Continuing Education Students taking Degree Classes and Continuing Education Certificate Students.

Once you submit the online form, an email will be sent directly to the student, and an email copy will be sent to you and to the Office of Academic Advising.

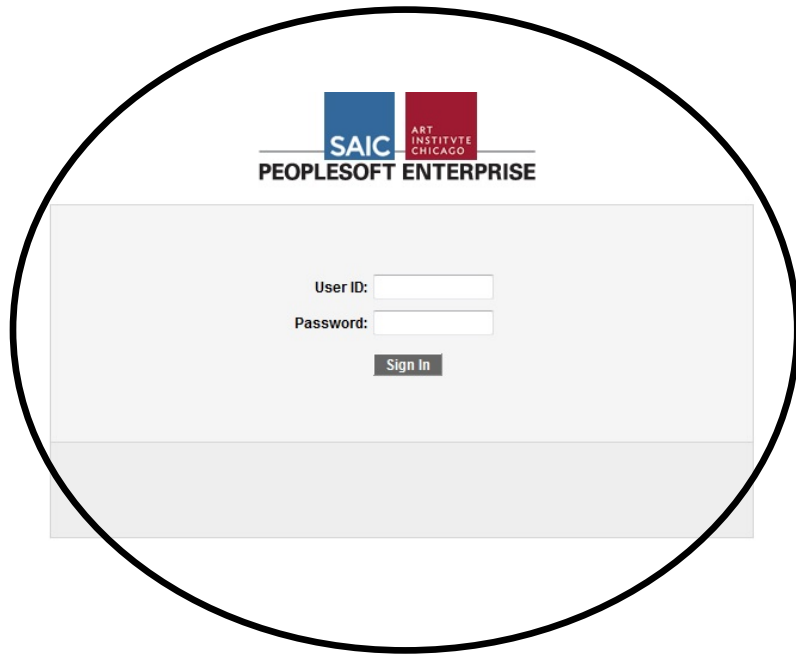
If there are any students about whom you are particularly worried, especially in the case of an emergency, or if you would prefer to discuss any student issues, please contact Academic Advising at 312.629.6800.

Submitting a Class Progress Report

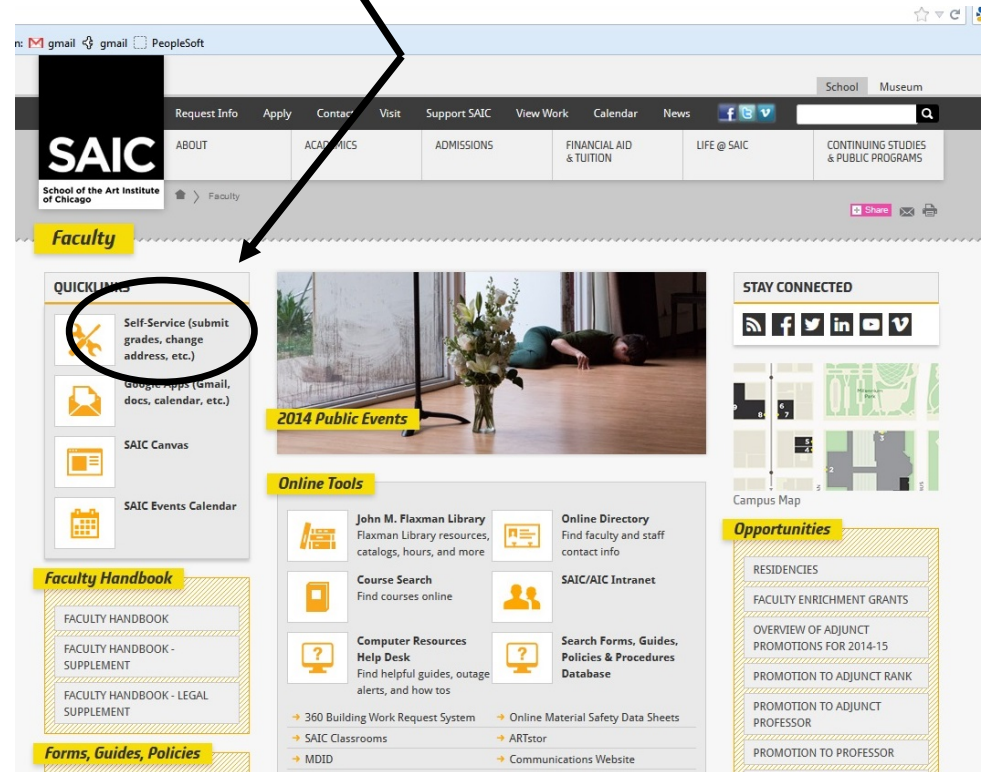
Login to Self Service via the "Faculty" Link on the SAIC website

The Peoplesoft Self Service window will then open up

(log in using the same user name and password you use for your SAIC email).



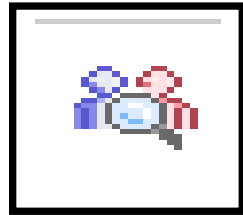
The image shows a circular window for the Peoplesoft Self Service login. At the top, it features the SAIC logo (School of the Art Institute of Chicago) and the text "PEOPLESFT ENTERPRISE". Below the logo, there are two input fields: "User ID:" and "Password:". A "Sign In" button is located at the bottom of the form.



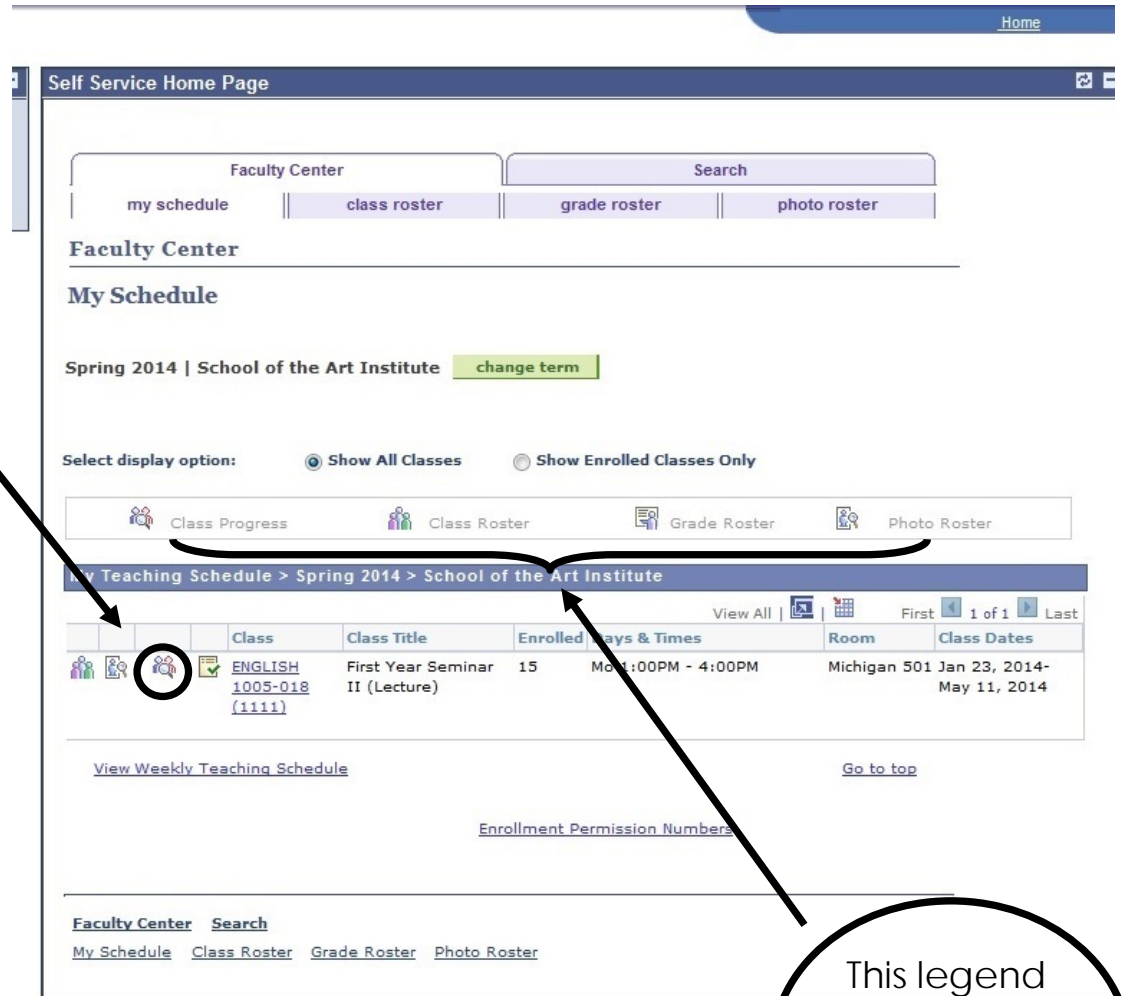
The image is a screenshot of the SAIC website. The top navigation bar includes links for "Request Info", "Apply", "Contact", "Visit", "Support SAIC", "View Work", "Calendar", "News", and social media icons. The main content area is titled "Faculty" and contains several sections: "QUICK LINKS" with a circled "Self-Service (submit grades, change address, etc.)" link; "2014 Public Events"; "Online Tools" including "John M. Flaxman Library", "Course Search", "Computer Resources Help Desk", "Online Directory", "SAIC/AIC Intranet", and "Search Forms, Guides, Policies & Procedures Database"; "Faculty Handbook" with links to "FACULTY HANDBOOK", "FACULTY HANDBOOK - SUPPLEMENT", and "FACULTY HANDBOOK - LEGAL SUPPLEMENT"; "Forms, Guides, Policies"; and "Opportunities" including "RESIDENCIES", "FACULTY ENRICHMENT GRANTS", "OVERVIEW OF ADJUNCT PROMOTIONS FOR 2014-15", "PROMOTION TO ADJUNCT RANK", "PROMOTION TO ADJUNCT PROFESSOR", and "PROMOTION TO PROFESSOR".

In Faculty Center...

This icon means Class Progress Reports. It is a magnifying glass over two people.



Find the class you wish to work with, listed in blue. Click on the Class Progress Reports icon next to it.



Self Service Home Page

Faculty Center Search

my schedule class roster grade roster photo roster

Faculty Center


My Schedule

Spring 2014 | School of the Art Institute [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

[Class Progress](#) [Class Roster](#) [Grade Roster](#) [Photo Roster](#)

My Teaching Schedule > Spring 2014 > School of the Art Institute

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGLISH 1005-018 (1111)	First Year Seminar II (Lecture)	15	Mon 1:00PM - 4:00PM	Michigan 501	Jan 23, 2014 - May 11, 2014

[View Weekly Teaching Schedule](#) [Go to top](#)

[Enrollment Permission Numbers](#)

Faculty Center Search

[My Schedule](#) [Class Roster](#) [Grade Roster](#) [Photo Roster](#)

This legend explains all 4 of the icons on the page.

The "Class Progress" page shows you all the students in the class and their student ID numbers. (covered in black in the sample.)

Class Progress

To select a student for a CPR, click on the student's name.

Term: Fall 2008
Course: Core Studio Practice I (Laboratory)

Select the Student to enter a Class Progress Report

	Customize	Find	First	1-29 of 29	Last
1					
2					
3					
4					
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6					
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8					
9					
10					
11					
12					
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Student ID numbers appear here.

At this screen, you enter your new Class Progress Report...

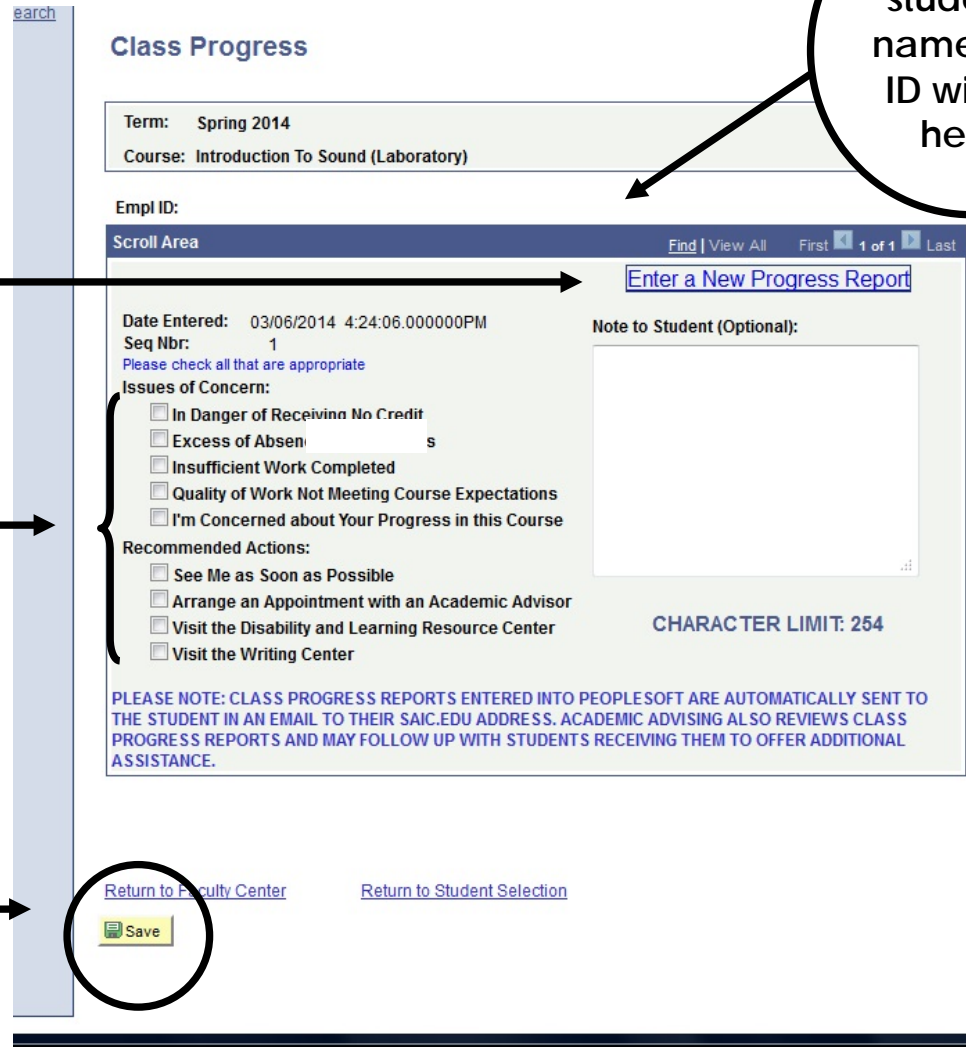
(If submitting an additional entry, click on the blue text: "Enter a New Progress Report")



Check the boxes that apply to your student.

Add a note.
Please use NO MORE THAN 254 characters

Click SAVE.
Clicking SAVE also submits your progress report!
(You may have to scroll down to see the save button.)



search

Class Progress

Term: Spring 2014
Course: Introduction To Sound (Laboratory)

Empl ID:

Scroll Area Find | View All First 1 of 1 Last

[Enter a New Progress Report](#)

Date Entered: 03/06/2014 4:24:06.000000PM
Seq Nbr: 1
Please check all that are appropriate

Issues of Concern:

- In Danger of Receiving No Credit
- Excess of Absences
- Insufficient Work Completed
- Quality of Work Not Meeting Course Expectations
- I'm Concerned about Your Progress in this Course

Recommended Actions:

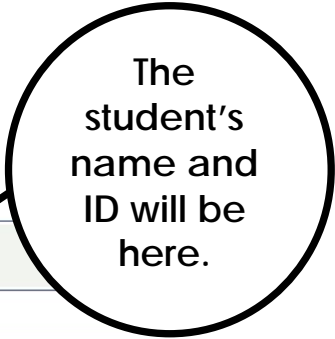
- See Me as Soon as Possible
- Arrange an Appointment with an Academic Advisor
- Visit the Disability and Learning Resource Center
- Visit the Writing Center

Note to Student (Optional):

CHARACTER LIMIT: 254

PLEASE NOTE: CLASS PROGRESS REPORTS ENTERED INTO PEOPLESOFT ARE AUTOMATICALLY SENT TO THE STUDENT IN AN EMAIL TO THEIR SAIC.EDU ADDRESS. ACADEMIC ADVISING ALSO REVIEWS CLASS PROGRESS REPORTS AND MAY FOLLOW UP WITH STUDENTS RECEIVING THEM TO OFFER ADDITIONAL ASSISTANCE.

[Return to Faculty Center](#) [Return to Student Selection](#)



What Does a Class Progress Report Look Like?

Below you will find an example of a Class Progress Report as it is received by the student. Students receive Class Progress Reports (CPRs) via SAIC email within 24 hours of a faculty member entering one in PeopleSoft.

July 08, 2013

Rene Saldana - 0396450

Dear Rene,

You are receiving this email because I've issued the following Class Progress Report regarding our Summer 2013 Class: PTDW 4010 Advanced Painting Residency.

I have issued this Class Progress Report because:

- You are in Danger of Failing.
- You have an excess of absences or tardies.

Additional Info/Comments:

TEST-TEST-TEST

I recommend that you:

- Talk with me as soon as possible.
- See the Department Head.

If you have questions about this matter, you can email me at: sfaculty@saic.edu , simply reply to this automated email, or see me in the next class session.

Note: The SAIC Academic Advising office automatically receives a copy of all CPRs. I encourage you to contact your advisor for additional support (see below).

Entered by,
Steve Faculty

SAIC provides many resources to support your academic success. These are all free services, and you are encouraged to take advantage of the following resources as appropriate:

* For help with course concerns, course scheduling, degree planning, or general questions:
Contact Academic Advising: 312-629-6800; Suite 1204 of the Sullivan Center, 36 South Wabash. You can also email to them to set up an appointment: studenthelp@saic.edu. Please note that you do not have an assigned advisor at this time. You can see any of the advisors.

* To see a tutor for assistance with writing assignments or papers:
Contact the SAIC Writing Center: 312-345-3588; MacLean Center Basement (MC B1-03, 112 S. Michigan Ave.)
You may also [set up an appointment](#) online.

* For help discussing class accommodations, time management, and study skills:
Disability and Learning Resource Center: 312-499-4278; 13th floor of the 116 South Michigan Building. [Learn more about the DLRC.](#)

* To meet with an SAIC counselor:
Call Counseling Services: 312-499-4271; 13th floor of the 116 South Michigan Building to set up an in-person appointment. [Learn more about Counseling Services.](#)

* If you live on campus, talk to your Resident Advisor or Hall Director. Both of them are there to assist you in being successful and can connect you to the School's resources. Call Residence Life: 312-629-6870.

QUESTIONS?

Don't hesitate to contact the Academic Advising office at 312.629.6800 if you have questions or require assistance utilizing the Class Progress Report system!