



RU-N4Success

Using Progress Reports to submit feedback at any time about students

User Guide for Professors

January 2023



Welcome

RU-N4Success is a web-based tool from the Education Advisory Board (EAB) that Rutgers University-Newark has implemented to help identify students who might need additional support or benefit from University programs and services and to coordinate and report on advising, tutoring, and other student services at Rutgers-Newark. Coordination among offices and targeting support services where they will do the most good are key for retaining and graduating students, thus increasing student opportunity and success.

RU-N4Success (R4S) can help the Rutgers-Newark community in the following ways:

- For **advisors (faculty and staff)** and other student support personnel, RU-N4Success helps identify opportunities for intervention and to coordinate student services such as academic advising, tutoring, and other academic support initiatives across campus.
- For **professors**, RU-N4Success provides a streamlined way to indicate to Deans and Advisors how specific students are doing in class. R4S allows faculty members to submit in-semester feedback (i.e. current grade, absences) on the progress of students in their courses. Professors and staff can login to RU-N4Success at: <https://run4success.campus.eab.com>
- For **university leadership**, RU-N4Success provides reporting functions and predictive analytics to identify trends that impact student success rates and make data-driven decisions to drive continual improvement.
- For **students**, RU-N4Success offers a streamlined platform for making advising and tutoring appointments, communicating with staff, and getting other academic support. The student version of RU-N4Success is called Navigate. They can access it via EAB's mobile app, called Navigate-Student, or on a desktop: <https://run4success.navigate.eab.com>.

This User Guide has been compiled to give you easy access to the tools for professors within RU-N4Success. Please feel free to contact us if you have questions or comments.

Sincerely,

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A Progress Report is a way that professors can indicate how specific students are doing in class. Faculty members may be prompted by their Department Chair, Program Coordinator, or other University administrator via email to complete a Progress Report at a designated time during the semester, **or they may login to the RU-N4Success platform and issue a Progress Report at any time.** This guide will focus on submitting a Progress Report at any time. The information entered on a Progress Report is shared with the student and depending on the options chosen the advisor(s) and/or tutoring locations also may be notified.

When filling out a Progress Report you will be asked the following questions:

- Would you like to give feedback to this student? (Yes, No)
- Feedback Reasons?
- Comments (these will not be visible in the email to the student but will be seen by the advisor)

To streamline the process, some pre-set “Feedback Reasons” have been created, or you can provide feedback in an open text comments box. Either way, your action will kick off communication to the selected students (via their Scarletmail inbox) and, in some cases, their advisors. The email to the student will be sent from [RU-Newark Navigate](#); your name and the course name will be included in the message.

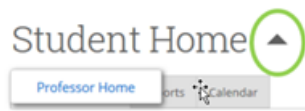


Progress Reports (login to R4S at any time)

A professor may submit a Progress Report at any time by logging into R4S and following the steps below. For example, during the third or fourth week of classes you find out that a student still has not acquired the required course materials. You do not have to wait to receive a Progress Report request from your Department Chair or course coordinator; you can submit a Progress Report whenever a concern arises.

Progress Reports also are an excellent way to send a positive message or ‘kudos’ to students! There are 2 preset positive messages within R4S.

1. Your class listing will appear when you login (<https://run4success.campus.eab.com>). If you have more than one role in R4S you may need to click the ‘down’ arrow next to “Student Home” to get to the “Professor Home” page.



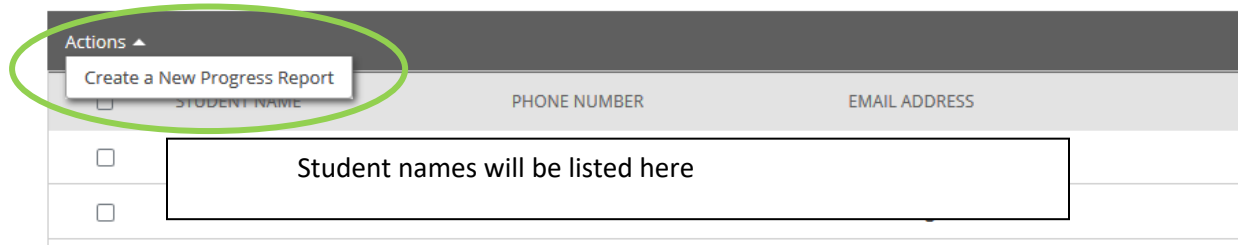
2. From the “Professor Home” page click **Progress Reports** in the column on the right.

Professor Home New

Class Listing

CLASS NAME	TIME	ROOM	
(21-830-301) PSYCH STATS METHODS	TR 10:00a-11:20a, R 11:30a-2:20p	Engelhard Hall-100, Hill Hall-124	Progress Reports
(21-830-301) PSYCH STATS METHODS	TR 10:00a-11:20a, R 2:30p-5:20p	Engelhard Hall-100, Hill Hall-124	Progress Reports

3. A list of students in the course you’ve selected will appear. Use the checkboxes to select students for who you will issue a Progress Report (select students who have the same Feedback Reason), click on “Actions” and then click on “Create a New Progress Report”.



- The “Add a New Progress Report” dialogue box will open. Select “Yes” for “Would you like to give feedback to this student?” if you wish to indicate a Feedback Reason.

If you’d like to send a positive message to the student, choose the “1.1 Kudos!....” Feedback Reasons that are available.

Remember to keep your comments professional and nonjudgmental. Advisors and other administrators will see your comments; students will NOT see the comment in the email that they receive.

ADD A NEW PROGRESS REPORT [X]

Would you like to give feedback to this student? Yes No

Feedback Reasons (pick at least one)

Comments -- visible to Advisors

- 1.1 Kudos! Very good performance in course
- 1.2 Appears unprepared for class
- 1.2 Library Research Assistance Recommended*
- 1.2 Low test or assignment grade

Report Cancel

- Repeat these steps to submit a Progress Report for another student for a different Feedback Reason.