



## **RU-N4Success**

### **User Guide for Professors - Submitting Progress Reports in response to an email prompt**

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# Welcome

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**RU-N4Success** is a web-based tool from the Education Advisory Board (EAB) 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 here 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 a specific student is doing in their class. R4S allows faculty members to submit in-semester feedback (i.e. current grade, absences) on the progress of students in their courses.
- 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. Additional tools for student academic planning and a mobile student app are in the process of implementation.

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.**

Professors may be prompted by their Associate/Assistant Dean, 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.

## Progress Reports (responding to an email prompt)



You may receive an email from your Department Chair or Program Coordinator with a request to complete a Progress Report. The email will have a link to the Progress Report feedback form. If you teach multiple courses and/or sections these will all appear on one page through the one link.

1. Clicking on the link in the email ("[Click to Begin Entering Student Feedback](#)") will open a box similar to this:

**Professor** :

You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

Course Number & Course Name				
	Student Name	Would you like to give feedback to this student?	Feedback Reasons (pick at least one)	Comments – visible to Advisors
1	List of student names	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>
2		<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>
3		<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>
4		<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>

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**, select "Yes" and then choose a "1.1 Kudos!..." Feedback Reason.

Students are grouped together by course. If you teach multiple courses, scroll down to find the appropriate course and list of students.

**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.**