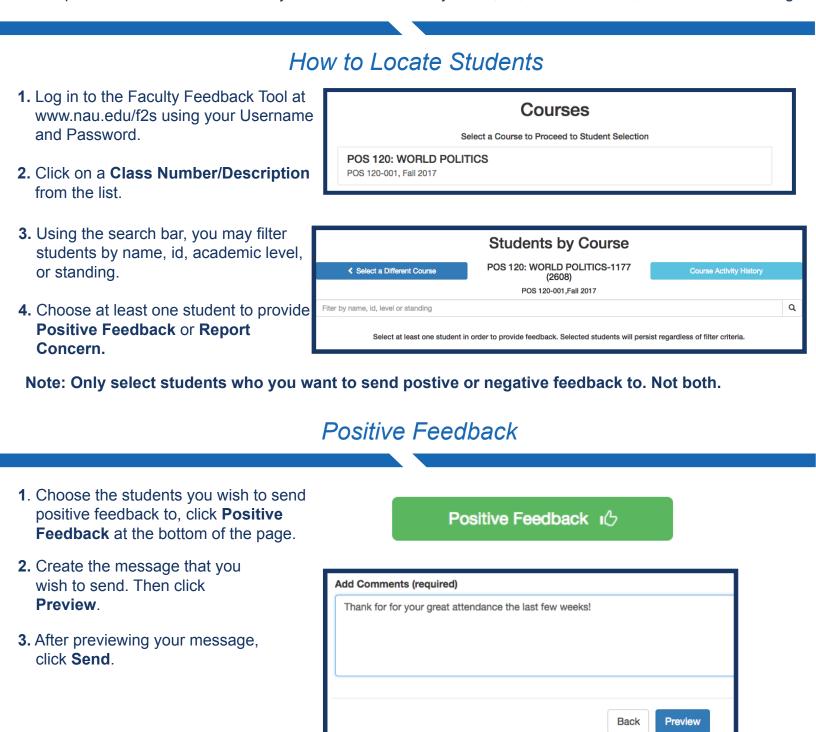
NORTHERN ARIZONA

Faculty to Student Outreach Tool

The Faculty to Student Outreach tool provides an automated method for communicating with students. This feedback can either be a concern, positive, or a reminder to student(s) in your course. Feedback can be sent to one or multiple students at a time. You may search for students by name, ID, academic level, or academic standing.



NORTHERN ARIZONA

Faculty to Student Outreach Tool

Concern about Student

If you have concerns for a student, which may include lack of attendance, poor grades, or unusual behavior, this information is emailed to the selected student(s).

- 1. Choose the students for which you have concerns.
- 2. Click **Report Concern** at the bottom of your page.
- 3. Choose the reason(s) for this concern. This step is required.
- 4. Type your feedback into the box provided.
- If you would like to refer the student to resources that NAU offers, select the applicable resource from the list.

Note: If no referrals are selected, nothing is shown in this area of the student's email.

- Click Preview when you are ready to see how all of the details are formatted in the student's email.
- 7. When you're satisfied with the email, click **Send**.



Report Concern IQ

Reasons - Please check 1 or more (required)	
Course Participation	
Grades	
Missing Coursework	
Absence(s)	
Other Feedback (Requires a Feedback Comment)	
Feedback Comments	419 character(s) remaining
I am concerned with your lack of participation and a missing quiz from last week.	
I am concerned with your lack of participation and a missing quiz from last week.	
Referrals - Check one (or more) of the following resources to refer a student (not required)	
Academic Advisor Course Selection	
Course Selection Degree Planning	
Add/Drop Guidance	
Academic Success Centers	
1:1, Online, Drop-In Tutoring	
Supplemental Instruction	
 Study Skills (Academic Peer Mentoring, Learning Specialist) 	
Office Hours	
Student Life	
Classes Missed Memo Campus and Community Resources	
Campus and Community Resources Student Service Center	
Student Service Center Scholarships and Financial Aid	
Add or Drop Classes	
Student Account Inquiries and Payments	
Writing Commons	
Procrastination When Writing	
 Self-Identify as a Poor Writer 	
 Student Doesn't Know the Reason for Poor Grade in Writing 	
Back Preview	
Back	

Course Activity History

You can also look at any past messages that you sent out to students by using the Course Activity History.

- **1.** Choose a course from the list.
- 2. Click on the **Course Activity History** button to the left of the course name.
- **3.** You can search by Term, Course, or Students and view the feedback type, date submitted, and the message that was sent to student.

Course Activity History