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.

**How to Locate Students**

1. Log in to the Faculty Feedback Tool at www.nau.edu/f2s using your Username and Password.
2. Click on a Class Number/Description from the list.
3. Using the search bar, you may filter students by name, ID, academic level, or standing.
4. Choose at least one student to provide Positive Feedback or Report Concern.

**Note:** Only select students who you want to send positive or negative feedback to. Not both.

**Positive Feedback**

1. Choose the students you wish to send positive feedback to, click Positive Feedback at the bottom of the page.
2. Create the message that you wish to send. Then click Preview.
3. After previewing your message, click Send.
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.

5. 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.

6. 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.

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.