

## 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.

### How to Locate Students

1. Log in to the Faculty Feedback Tool at [www.nau.edu/f2s](http://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**.

### Courses

Select a Course to Proceed to Student Selection

**POS 120: WORLD POLITICS**  
 POS 120-001, Fall 2017

### Students by Course

[◀ Select a Different Course](#)

**POS 120: WORLD POLITICS-1177**  
 (2608)  
 POS 120-001, Fall 2017

[Course Activity History](#)

Filter by name, id, level or standing

Select at least one student in order to provide feedback. Selected students will persist regardless of filter criteria.

**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**.

Positive Feedback 

#### Add Comments (required)

Thank for for your great attendance the last few weeks!

## 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.
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**.

**Report Concern** 

**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.

**Referrals** - Check one (or more) of the following resources to refer a student (not required)

☒ Academic Advisor

- 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

☐ 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](#)

**Email will be sent to 1 student!**

[Cancel](#)

[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.

**Course Activity History**