FACULTY GUIDE

Using F2S to provide feedback quickly and/or for large enrollment courses

Communication Guidelines

Please consider how you develop your messages to students. Below are some suggestions:

- Messages to students should be less formal, yet should include specific information (whether positive or constructive).
- Messages should be more frequent, especially when there are concerns about student performance or behaviors.
- Messages should be supportive in nature and demonstrate a belief in their abilities. Difficulties are normal. Develop messages that normalize these difficulties but don't negate the need for change/improvement.
- Messages should never include student's grades, but can address a grading concern.

Examples of messages expressing concern:

- "Your raw score on the exam was lower than I like to see. I believe that you can get a higher grade if you utilize a few available resources like tutoring or SI. Don't hesitate to contact me via email or in office hours as I'm able to support you as well."
- "I've noticed you haven't been to class regularly. Please make an effort to attend every class period so you can be successful in my class."
- "Your assignments have not been done as well as I would have hoped. I understand it is difficult to know how to study for and prepare assignments in Chemistry, but I think you can do better. You are not alone. There are many resources such as the Academic Success Centers, your SI leader, and myself available to you."

See below for more great examples of how to message to students in different situations.

Tips & Tricks

F2S Tip #1: Temporarily set your Bb Learn external grade column to use as a grade reporting feature for a specific exam, quiz, or assignment. Allows you to communicate in real time the students' performance along with comments that support their learning. Remember to change it back to current grade once you have sent the F2S message.

In Bb Learn, be sure that you've set your External Grade column to "Letter" format. Here's a screenshot explaining those steps. More detailed information about setting up your Bb Learn Gradebook for easy integration with LOUIE (Peoplesoft) here: https://nau.service-now.com/sp?id=kb_article&article=KB0010219

Part 1: Bb Learn's Grade Center

6. Set up the Grades column for export to LOUIE

- Click on the action link ⌄ in the grades column you want to export.
- Click **Edit Column Information** in the sub-menu
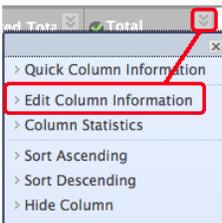
- Scroll down to **Primary Display**
- If your grades are *calculated*, select your Grading Schema name (**Letter** is the default) or choose **Text** if you *manually entered* your letter grades into the column. (The important point here is that LOUIE won't accept a numeric value even if it's a number between 0 and 100, so you have to specify in Bb Learn that the column is not a number.)
    - If you need to make changes to your grading schema, go to **Manage/Grading Schemas** in the Grade Center.
- Secondary Display can be whatever you choose, but **Percentage** is a good one if you can't decide, or you can leave it unselected.
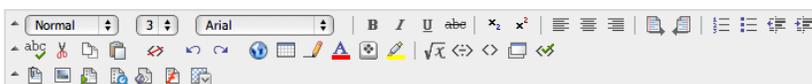
- Click **All Grade Columns** for Include in Total (unless there are specific columns you wish to exclude from the total grade)
- Click **Yes** for Calculate as Running Total

SELECT COLUMNS

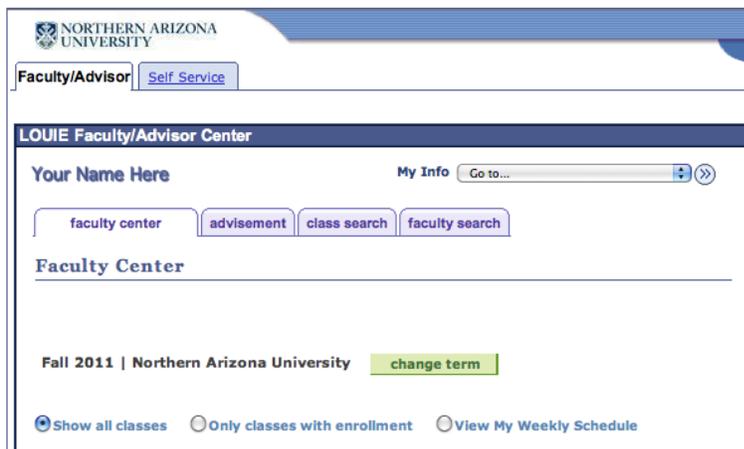*Choose **All Grade Columns** to include all grade columns in the total. If Gra*
*the total, choose **Selected Columns and Categories**.*

Include in Total

○ All Grade Columns
● Selected Columns and Categories

Part 2: LOUIE

1. Log into **LOUIE** with your **NAU** username and password.

2. Click on the **Faculty/Advisor** tab.

3. Verify that the listed **term** is the one you want, such as Spring, 2011, Fall, 2012, etc. If you need to change the term, click on the **change term** button

4. Select the desired term from the list and click **continue**.

Faculty Center

CONTINUE

Select a term then click Continue.

Term	Institution
○ Spring 2012	Northern Arizona University
● Fall 2011	Northern Arizona University
○ Spring 2011	Northern Arizona University
○ Fall 2010	Northern Arizona University

5. You will see a list of all your classes for the selected term.

● Show all classes ○ Only classes with enrollment ○ View My Weekly Schedule

Class Roster Grade Roster URL ⚠ Grade Performance Status (GPS)!

My Teaching Schedule > Fall 2011 > Northern Arizona University

	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
	BIO 310-801 LEC 6847	SCI CONCEPTS IN HUMAN BIO (Lecture)	66	TBA	Asynchronous Online Meeting	Aug 29, 2011- Dec 16, 2011
	BIO 485-15 LEC 2809	UNDERGRADUATE RESEARCH (Lecture)	0	TBA	TBA	Aug 29, 2011- Dec 16, 2011
	BIO 497-21 LEC 2923	INDEPENDENT STUDY (Lecture)	0	TBA	TBA	Aug 29, 2011- Dec 16, 2011
	BIO 685-27 LEC 2443	GRADUATE RESEARCH (Lecture)	2	TBA	TBA	Aug 29, 2011- Dec 16, 2011

6. Click on the 📋 **Grade Roster** icon to view the roster for a listed class.

7. In the ***Grade Roster Type** pull-down menu, select **"Mid-Term Grade"** or **"Final Grade"** depending on which grades you wish to upload to LOUIE.

8. The ***Approval Status** pull-down menu should be set to **"Not Reviewed"**

Faculty Center

Grade Roster 📺 View FERPA Statement

BIO 310 - 801   **SCI CONCEPTS IN HUMAN BIO**

Lecture (6847)

Fall 2011 | Mountain Regular Session | Northern Arizona University | Undergraduate

▽ **Meeting Information**

Days & Times	Room	Instructor	Meeting Dates	Topic
TBA	Asynchronous Online Meeting	Alice Gibb, Melinda McKinney	8/29/2011 - 12/16/2011	HUMAN BIOLOGY

*Grade Roster Type [Mid-Term Grade]   ☐ Display Unassigned Roster Grade Only

*Approval Status [Not Reviewed]

9. Click the yellow button to import your Bb Learn grades from the **External Grade Column** (or the **Midsemester Grade** or **Semester Grade** column, if available). In this example, the instructor has set an External Grade Column in Bb Learn, but has not created a column called Midsemester Grade, so the second option is unavailable

Grade Import Options

🔵 **Import my Bb Learn grades from:** [External Grade Column] [Midsemester Grade Column]

🔵 **Import my GPS grades from:** [Latest GPS Grades]

10. Once you choose a grade column to import, an **Imported Grade** column will be added to your LOUIE grade roster with the imported grades listed.

12. Note that some grades in the **Imported Grade** column may be highlighted in RED – these "invalid" grades will not copy over and need to be entered manually.

13. After you have copied **Imported Grades** to the **Roster Grade** column, manually change any invalid grades that did not import by using the pull down menu in the **Roster Grade** column.

14. Once all grades have been entered in the **Roster Grade** column, click on the [SAVE] **Save** button at the bottom of the page.

15. Once **all** grades are entered and saved, change the ***Approval Status** pull-down menu to **Approved** and **Save** one more time.

- Grades cannot post unless your roster is **Approved**.
- You must enter a grade for **every** student in order to Approve your grades.
- If you intend to return later and finish entering grades, leave the roster in **"Not Reviewed"** status and **Save** before exiting.
- The **Official Grade** column will fill in once the Registrar's Office posts grades (the morning after your grade submission deadline).

F2S Tip #2: Filter by grade for holistic course feedback

When you enter the F2S screen for your course, you'll notice that you can sort students by current grade, if you've completed Tip #1. Simply select the letter grade for which you'd like to provide students with "batched" feedback based on their current grade. See below for some examples and a link to the F2S Outreach Page for Faculty for more comprehensive technical instruction.

https://in.nau.edu/f2s-outreach/

Suggested language for each letter grade level:

Students Getting A's

- I noticed how well you're doing in class so far! I appreciate your attendance, engagement, and for keeping up with assignments consistently. Great job! Let me know if you have any questions about the class. I'm happy to help!
- You're doing great in ABC 101 so far this semester! Keep it up and let me know if you have any questions!

Students Getting B's

- You're doing well so far this semester. There's still time to get your grade up to an A before midterms! If you're looking to improve your grade, I recommend focusing on your attendance, homework completion, and reading quizzes.

- Your grade looks good so far this semester. Your current grade includes your score from the midterm, and there's still time to get this up to an A before finals. The rough draft for your research paper is the next big point-value assignment. Focus on that to help boost your grade. I'd be happy to review your draft before submission.
  - *In Person classes-* Bring a paper copy to office hours or make an appointment so we can discuss it in person.
  - *Online classes-* log in during online office hours in Collaborate Ultra to go over your draft.

Students Getting C's

- Your current grade includes all current work submitted. There's plenty of time to boost your grade before the end of the semester. I'd recommend focusing on your attendance, homework completion, and reading quizzes. We also have a paper coming up, I'd be happy to review your draft before submission. Bring it in during my office hours and we can discuss it together.
- I noticed you might not be doing as well as you'd like to in this class. This is a great moment to review your grades so far and identify where you might focus your energy to bump this up to a B by midterms, and maybe even an A by finals. Check your scores for quizzes, attendance, and homework to see where you can make the biggest impact.
  - *In Person-* Come to office hours or make an appointment if you'd like help making a plan to improve your grade.
  - *Online:* Visit with me during online office hours if you'd like help in making a plan to improve your grade.

Consider checking the following referrals for students getting C's:

- ✓ Academic Success Centers
- ✓ Office Hours
- ✓ Writing Commons (if applicable in your class)

Students Getting D's & F's

- I'm concerned that you might be missing some key concepts in the course. Please get in touch so we can work together to create a plan to help improve your grade and/or discuss your options and available resources.
- I'm concerned about your grade so far in the course, and I recommend that you take a few minutes to review your scores in My Grades in Bb Learn. This way, you can identify where you might focus your energy to improve your overall grade. Specifically, check your scores on the quizzes, attendance, and homework to see where you can make the biggest impact.
  - *In person-* Come to office hours or make an appointment if you'd like help making a plan to get back on track.
  - *Online-* Visit with me during online office hours if you'd like help making a plan to get back on track.
- I've noticed that you've missed a few key assignments, and your grade currently reflects those missing points. Please look at the extra credit options and the late work policy in the syllabus and
  - *In person-* come see me during office hours to set up a plan to improve your grade.

- o *Online*- Visit with me during online office hours to set up a plan to improve your grade

Consider checking the following referrals for students getting D's & F's:

- ✓ Academic Advisor
- ✓ Academic Success Center
- ✓ Office Hours
- ✓ Writing Commons (if applicable)
- ✓ Classes Missed Memo (if absences are the main cause of the low grade)

F2S Tip #3: Familiarize yourself with available resources and select the most relevant support for your students

Contact the Academic Success Centers to learn more about developing a customized support plan for your students including individual appointments with a Tutor or an Academic Peer Mentor who can help students manage their time and create a study plan. ASC also provides Group tutoring sessions, help in Math, Study Skills Workshops on important topics like test preparation, time management, test-taking strategies, test anxiety, and writing research papers. www.nau.edu/asc

F2S Tip #4: Missed Assignment Notification

As soon as you can at or after the deadline for an assignment, look at your Bb Learn gradebook to identify the students who haven't yet submitted. Make note of the students who missed and send the same batch message to all of them via F2S. If applicable, include any pathways available to students for making up those missed points, including extra credit, a late work submission policy, or alternative assignments.

- I'm concerned that you missed ASSIGNMENT XX, please review your My Grades page in Bb Learn and check the syllabus for the late work submission policy and
  - o *In person*- come see me during office hours to discuss your options.
  - o *Online*- visit me during online office hours to discuss your options.
- ASSIGNMENT XX was due yesterday, and I'm concerned that you haven't submitted it yet. This syllabus explains your options for making up those points including extra credit and late work submissions.

Consider checking the following referrals for students getting D's & F's:

- ✓ Academic Advisor
- ✓ Academic Success Center
- ✓ Office Hours
- ✓ Writing Commons (if applicable)
- ✓ Classes Missed Memo (if absences are the main cause of the low grade)

F2S Tip #4: Positive Behaviors Feedback

F2S research conducted here at NAU shows us that one of the biggest impacts faculty can have on student success in their courses is by sending *positive* messages to students. Specifically, the positive reinforcement promotes first-semester and first-year retention. This has also been shown as beneficial to upper division students.

Example behaviors to consider reinforcing with positive F2S messages:

- Consistent attendance (A for attendance 5, 10, or 15 weeks into the semester)
- Consistent assignment submission
- Significant contributions to class conversations or group work
- Attending office hours or asking thoughtful questions in and out of class
- Frequent engagement and participation in online activities (BbLearn and online textbook content)
- Positive and professional classroom behaviors or online netiquette