

Online Progress Report Form – for instructors who teach in an online format.

This student is in a course that requires he or she obtain instructor feedback regarding how they are doing in each class. Instructors – please check the appropriate items below and provide additional feedback.

Class and Section: History 195 Student Name: Meadow Benedict

Date needed: 10/25/16

The grade I am hoping for in this class is? A

Instructor - circle the grade I am on track to receive: A B **C** D F P NP unknown

Instructor - please check items below that you recommend and provide additional comments to help me know what I need to do earn my desired grade.

	Consistent attendance		Turn homework in on time
	Participate in class		Improve quiz results
	Improve test results		Use tutoring services
X	Complete extra credit		
✓	Other: see below		

Instructor Additional Comments:

This report is very preliminary, being that it comes before the midterm exam has been completed and one of the 3 online forums (altogether worth 25% of her grade at this point) has not yet been scored. Meadow's current course grade is a 76.7% C.

She had been performing at an A level until a poor second forum performance. She contacted me about health issues factoring into that week's work. She also missed an extra credit opportunity that week.

Two extra credit opportunities remain this term, and she has been notified to complete both. The upcoming midterm exam is worth 25% of her course grade.

She will need to maintain a 95% on all remaining work in this class to achieve her desired goal of an A- grade (90% in the course)

Please return this form to student by email from your Groupwise account. This will serve as your signature. Students – please scan a copy of the email and attach to this form.