

Using DropGuard to Report (a) Attendance, (b) Participation, and (c) Satisfactory Student Progress

Attendance is not the same thing as **Participation**, but employees and students often blur the distinction between the two. Furthermore, we must report on a student's **Satisfactory Progress** as part of financial aid requirements. Reporting these data has proven problematic for a number of reasons, but any confusion among these important concepts can jeopardize a student's financial award and the College's eligibility to provide federal financial aid in general. This document provides an overview of how DropGuard should be used by Instructors to report this information.

Tutors in the SSC, Advisors, Instructors, the Registrar's office, and senior administrators have direct access to this information in DropGuard for all classes and all students.

1. ATTENDANCE

To fulfill **Attendance** requirements, students only need to be present in class or logging into class for online courses. Instructors for online classes should report Attendance weekly while traditional (and IVN) classes report attendance for each scheduled class meeting. We have configured DropGuard so that the default value is Attending, which means that if you have a class of 20 students and one of them is absent, you only need to change one piece of data in DropGuard. A downside of this choice is that if all 20 of your students are Attending and you don't need to change any data in DropGuard, then it may appear as if you aren't updating your class attendance. Another downside is that if an Instructor actually does forget to report Attendance, it appears that all students are attending and this may be misleading.

Weekly reports of instructors reporting attendance are created by the Registrar's office and shared with the Chief Academic Officer and Deans. The Registrar's office provides online directions for instructors to report Attendance with DropGuard:

<https://web.newriver.edu/projects/early-alerts/Taking-Attendance-DropGuard.pdf>

Warnings related to Attendance include (a) **Tardy**, (b) **Never Attended**, and (c) **Absent**. Milestones related to Attendance include (a) **Positive Attendance** and (b) **Excused Absence**. Instructors have discretion for using these Warnings and Milestones as needed to communicate with students and support staff.

2. PARTICIPATION

To **Participate**, a student must complete an activity, assignment, or actually perform a task of some sort that can be observed and measured. In an online class, this may include submitting an assignment, posting to a discussion board, or completing an exam. In a traditional or IVN class, a student's participation may consist of completing assigned tasks, contributing to discussions, and completing exams.

Instructors are expected to report on student Participation at least **once per week**.

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Warnings related to Participation include (a) **Not Participating in Class**, (b) **No Textbook/Access Code**, and (c) **Instructor Concern**. Milestones related to Participation include (a) **Positive Participation** and (b) **Alleviated Instructor Concern**.

3. SATISFACTORY PROGRESS

A student must be making **satisfactory progress** in a course to remain eligible for financial aid. Once an assignment is submitted, it must be evaluated and given a passing score - this would constitute satisfactory student progress in a course (maintaining a C average grade in the course).

The Milestone related to Satisfactory Progress is **Satisfactory Academic Progress**. The Warning related to Satisfactory Progress is **Unsatisfactory Progress**.

Instructors are expected to report on Satisfactory Progress during the **3rd week of the term** and then **each three weeks after that**. If these data are not reported, supervisors will follow-up with instructors as needed. Weekly reports on usage of this Milestone will be provided to Deans and the Chief Academic Officer by staff from IT.

Warnings and Milestones (as configured in DropGuard)

Warnings and Milestones						
<p>The table below is comprised of Warnings (negative events) and Milestones (positive events) that are tallied to create a student's overall severity point score (a high severity point score indicates a student at greater risk for academic failure). Names for Warnings and Milestones are typically short explanatory descriptions (limited to 30 characters). The severity is a negative number for Milestones and a positive number for Warnings, which may at first may seem counterintuitive, but Milestones earn negative points to reduce the overall severity point score while Warnings earn positive points that increase the overall score. Listed below are a few examples of different severity levels and the typical warning that would be at this level:</p> <p>Typically, a severity of 7 is something devastating to the student, like they've Never Attended class. A severity of 5 might be when they dropped a class or a -5 when Gen Ed requirements are met. A severity of 2 might be not having a textbook or access code while a -2 might be for alleviating an instructor concern. And a severity of 1 might be when the student is absent from one class.</p>						

Warning	Severity Points	Is Student Notified?	Email and/or Text?	Student Success Center Notified?	Who Can Assign?	Who Can View?
Absent	2	Yes	Email and text	No	Instructor	Advisor
Failing Grade on Exam	1	Yes	Email	No	Instructor	Advisor
Midterm Grade is Below Passing	1	Yes	Email and text	Yes	Instructor	Advisor, Financial Aid
Tardy	1	Yes	Email and text	Yes	Instructor	Instructor
Not Participating in Class	1	Yes	Email and text	Yes	Instructor	Advisor
Unsatisfactor Academic Progress	1	Yes	Email and text	Yes	Instructor	Instructor
Missed Assignment	2	Yes	Email	No	Instructor	Advisor
Instructor Concern	2	No	n/a	Yes	Instructor	Advisor
No Textbook/Access Code	2	Yes	Email	Yes	Instructor	Instructor
Missed Exam	3	Yes	Email and text	No	Instructor	Advisor
No Activity in LMS in 2 Weeks	3	Yes	Email and text	Yes	Instructor	Advisor
Dropped Course	5	Yes	Email	Yes	Administration	Advisor, Financial Aid
Never Attended	7	Yes	Email and text	Yes	Instructor	Advisor

Milestones	Severity Points	Is Student Notified?	Email and/or Text?	Student Service Depts Notified?	Who Can Assign?	Who Can View?
Completed Gen. Eds	-5	Yes	Email	Yes	Dept Head	Advisor
Positive Attendance	-2	Yes	Email	Yes	Instructor	Advisor
Alleviated Instructor Concern	-2	Yes	Email	Yes	Instructor	Advisor
Attended Tutoring	-1	Yes	Email	Yes	Tutoring Dept	Advisor
Satisfactory Academic Progress	-1	Yes	Email	Yes	Instructor	Advisor
Excused Absence	0	Yes	Email	Yes	Instructor	Advisor