

How To Submit Referrals to the PRE Program

Step 1: Log on to my.fsu.edu and look for this icon



Step 2: Under “Class Listing” select “Progress Reports” for the class of your choice

Class Listing			
CLASS NAME	TIME	ROOM	
(SLS-1122) Strategies for Academic Success	TR 2:00p-3:15p	UNIVERSITY CENTER (A)-A4147	Assignments Progress Reports

Step 3: Use check boxes to select student(s) to which you want to apply the same alert. Click the drop down at the top and select, “Create a New Progress Report”.

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Button To Begin Adding A New Progress Report.

Actions			
	PHONE NUMBER	EMAIL ADDRESS	
#2			<input type="checkbox"/> Create a New Progress Report
#1			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Step 4: Select “Yes” for “At-Risk to Fail Your Class” then use drop down menu to select appropriate alert reason. Absences and anticipated grade can be estimates and are NOT required. Comments are most helpful.

ADD A NEW PROGRESS REPORT

WARNING: You are about to submit a progress report for multiple students.

At-Risk to Fail Your Class? Yes No

Select one or more Alert Reasons (required if student is being marked at-risk).

How Many Absences?

Anticipated Grade

Comments

Alert Reasons

- Class attendance or participation
- Financial concerns
- Missing or late assignments
- Needs general study skills assistance
- Poor assignment or test grade
- At risk to fail course (please explain)

Questions? Contact Dr. Samantha Tackett at stackett@fsu.edu