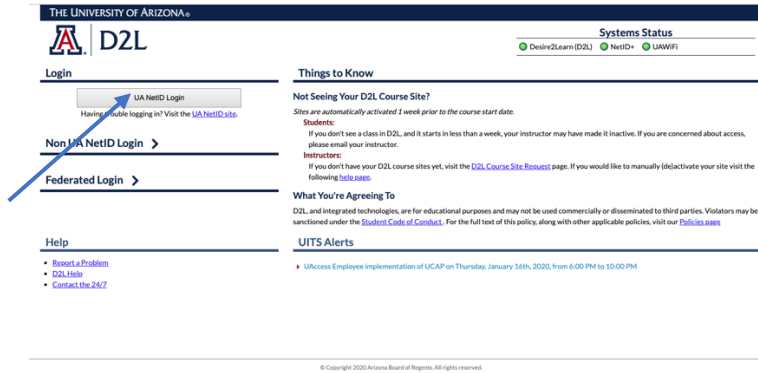
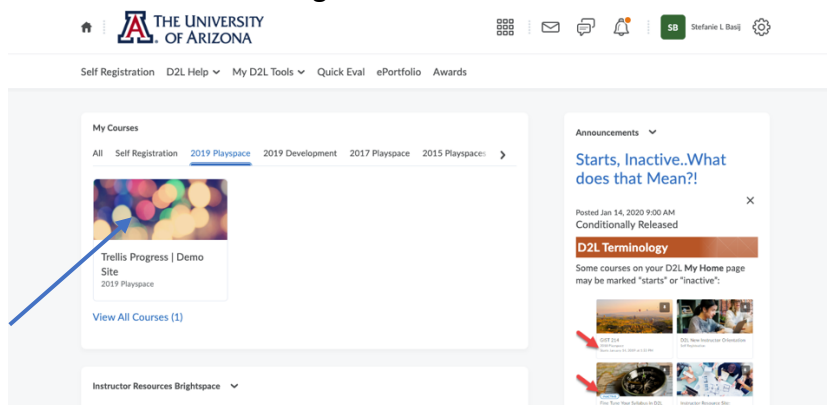


## Trellis Progress: How to send progress reports

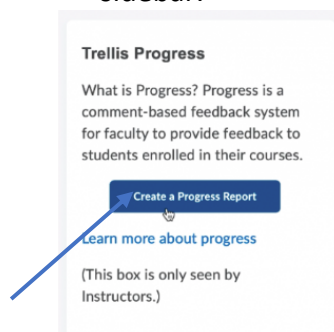
### 1. Sign in to D2L.



### 2. Select a course and go to its course site.



### 3. Select the "Create A Progress Report" button in the Progress widget on the right sidebar.



If you don't see the widget above on your course site, you will have to manually add the widget to your site. Step-by-step instructions can be found in the Adding Progress Widget BPG.

Instructions can be found online at <https://help.d2l.arizona.edu/content/instructors-course-home-pages#5>


- Instructors may use data from their D2L gradebook or other sources to determine which students to select outside of the Trellis tool.

Upon deciding which students to send progress reports to you may click the box next to the student's name. As seen below.

TRELLIS PROGRESS | DEMO SITE

## Step 1 of 3: Select Student(s):

Select the student(s) that you would like to send a progress report to by checking the box next to the appropriate name(s). Instructors may use data from their D2L gradebook or other sources to determine which students to select.

 **Replace list of students**  
 Add a list of students in class  
 by importing records from a CSV file.

<input type="checkbox"/>	Last Name	First Name	Email	Section	Last Sent	Last Feedback Sent	Email Read?
<input type="checkbox"/>	student	Jennifer	jennysheny...	Section 1	02/17/2020	Quiz or Examination Concern	
<input type="checkbox"/>	Vijayakumar	Anand	av89@catmail...	Section 1	02/18/2020	Stopped Attending	
<input checked="" type="checkbox"/>	Studentbasij	Stefanie	sbasij@catma...		02/18/2020	Intermittent Attendance	Read
<input type="checkbox"/>	Van Detta	Kirsten	kvandetta@ca...		02/12/2020	Demonstrating Leadership Class Participation Concern	


[Next: Choose Feedback](#)

Or you may choose to import a list of preselected students using the file upload feature. To do this click **Replace list of students**.

TRELLIS PROGRESS | DEMO SITE

### Step 1 of 3: Select Student(s):

Select the student(s) that you would like to send a progress report to by checking the box next to the appropriate name(s). Instructors may use data from their D2L gradebook or other sources to determine which students to select.

 **Replace list of students**  
Add a list of students in class  
by importing records from a CSV file.

<input type="checkbox"/>	Last Name	First Name	Email	Section	Last Sent	Last Feedback Sent	Email Read?
<input type="checkbox"/>	student	Jennifer	jennysHENNY...	Section 1	02/17/2020	Quiz or Examination Concern	
<input type="checkbox"/>	Vjayakumar	Anand	av89@catmail...	Section 1	02/18/2020	Stopped Attending	
<input type="checkbox"/>	Studentbasij	Stefanie	sbasij@catma...		02/18/2020	Intermittent Attendance	Read
<input type="checkbox"/>	Van Delta	Kirsten	kvandetta@ca...		02/12/2020	Demonstrating Leadership Class Participation Concern	

Next: Choose Feedback


In order to upload pre-selected class list, click **upload files** or **drop files**. The file must include a header row, in which the first column contains the NetIDs of the students you wish to send reports to. The file must be saved as a .csv file.

**Upload Your Document**

Student ID	Person Name
ABCDEF1	Thompson, Robert L

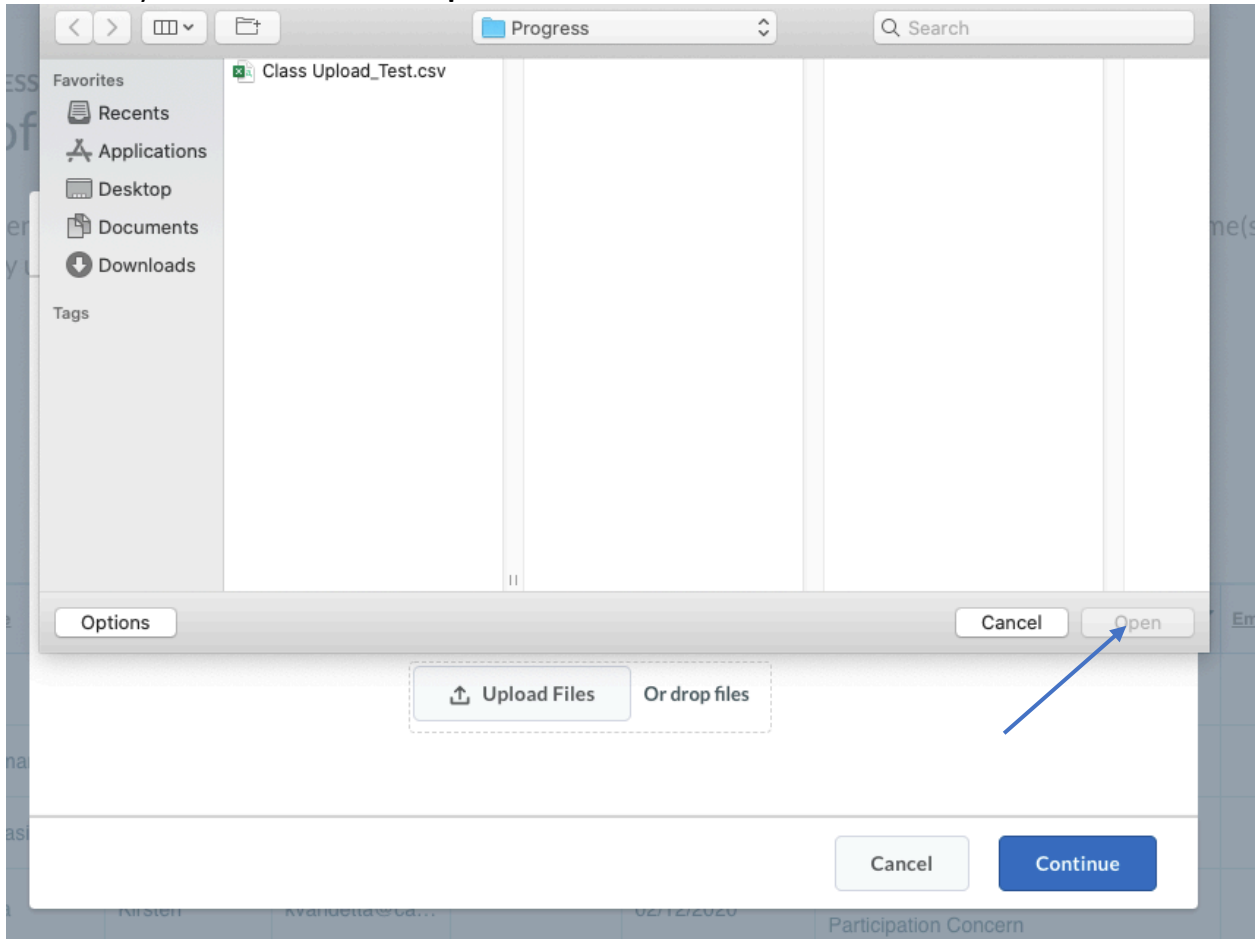
A header row is required. First column must contain NetIDs.  
Accepted file types: .csv

Upload your file with the student list.

 **Upload Files** Or drop files

Cancel **Continue**

Select your **.csv file** and click **open**.



Your file name will appear below the upload file icon. Confirm this is the correct file name and click **continue**.


of 3: Select Student(s):

### Upload Your Document

Student ID	Person Name	
ABCDEF1	Thompson, Robert L	

A header row is required. First column must contain NetIDs.  
Accepted file types: .csv

Upload your file with the student list.

 **Upload Files** Or drop files

Class Upload\_Test.csv (0.09 KB)

The names of the students from your file will now appear for your selection. To select all students on your list, click the box next to **last name**. Then click **next: choose feedback**, to select the feedback messages.

TRELLIS PROGRESS | DEMO SITE

## Step 1 of 3: Select Student(s):

Select the student(s) that you would like to send a progress report to by checking the box next to the appropriate name(s). Instructors may use data from their D2L gradebook or other sources to determine which students to select.

← Return to full list of students  
Click here if you would like to return to the full class list.

↻ Replace list of students  
Add a list of students in class by importing records from a CSV file.

<input checked="" type="checkbox"/>	Last Name	First Name	Email	Section	Last Sent	Last Feedback Sent	Email Read?
<input checked="" type="checkbox"/>	Studentbasij	Stefanie	sbasij@catma...		02/20/2020	Assignment or Homework Concern	Read
<input checked="" type="checkbox"/>	student	Jennifer	jennyshenny...	Section 1	02/17/2020	Quiz or Examination Concern	

Next: Choose Feedback

At any time, you are also able to sort and filter the columns within progress using the features below.

- You can **sort** by a column on the student list by selecting the title of the column in the first row. The available sorting options are ascending (A-Z, up arrow), descending (Z-A, down arrow), and no sort (no arrow). By default, the student list is not sorted.
- To set a **filter** on a column, select the filter icon next to the column's title. You can set up to 2 filters on each column.

- Select feedback type(s), specific feedback item(s), and add additional comments.

EPR SITE (1)  
**Step 2 of 3: Choose Feedback:**

Choose the feedback that you would like to provide to the student(s). One type of feedback is required and you may select up to two. Instructors may use data from their D2L gradebook or other sources to determine the type of feedback to select.

**Subject:**  
 EPR Site (1) -- Progress

**Message:**  
 Dear [Student],

Your EPR Site (1) instructor is providing you with the following feedback...

**\* Feedback #1**

\*Feedback Type #1: [Dropdown: -- None --]      \*Specific Feedback #1: [Dropdown: -- None --]

**Feedback #2 (optional)**

Feedback Type #2: [Dropdown: -- None --]      Specific Feedback #2: [Dropdown: -- None --]

Prev: Select Students    Additional comments (optional)    Next: Preview Message

**Add additional comments (optional)**

You can add a personal message to your student(s) to provide additional encouragement or additional information (ex: office hours or SI support). If you add additional comments, they will be sent to your student(s) in a separate email that will include a personalized greeting to each selected student.

**Message Body**

[Rich text editor toolbar]

Enter additional comments here...

Prev: Select Students    Next: Preview Message

- You're only required to choose one feedback type and specific feedback item. Optionally, you can select another set of feedback.
- You can add additional comments in the text box at the bottom of the page. These additional comments will be sent in a separate email from the pre-scripted feedback.

## 6. Preview your email.

EPR SITE (1)  
Step 3 of 3: Preview Message:

Below is a preview of the email(s) that your student(s) will receive. You can select a tab to preview either email. \*Please remember that if you add additional comments, they will be sent to your student(s) in a separate email.

Feedback Message    Your Additional Comments

**PROGRESS REPORT - EPR SITE (1)**  
\*ACTION REQUIRED: Please confirm and acknowledge receipt of this email below.

Dear [Student],

Your EPR Site (1) instructor, ideafac sf, is providing you with the following feedback to support your academic growth in this course and to support your overall success at the University of Arizona.

Assignment or Homework Concern

- Visit your instructor during office hours to discuss your progress.
- Contact your academic advisor to discuss strategies for success in the course.
- Utilize University resources, such as **Think Tank** for academic success.

Prev: Choose Feedback    Send to 1 Student

- Reminder, if you choose to add additional comments you will want to review those on the additional comments tab, as depicted below.

EPR SITE (1)  
Step 3 of 3: Preview Message:

Below is a preview of the email(s) that your student(s) will receive. You can select a tab to preview either email. \*Please remember that if you add additional comments, they will be sent to your student(s) in a separate email.

Feedback Message    Your Additional Comments

FROM: ideafacsf@u.arizona.edu  
To: [Name of Student]@student@u.arizona.edu  
Subject: RE: EPR Site (1) - Progress Report Additional Comments

Hi [Name of Student],

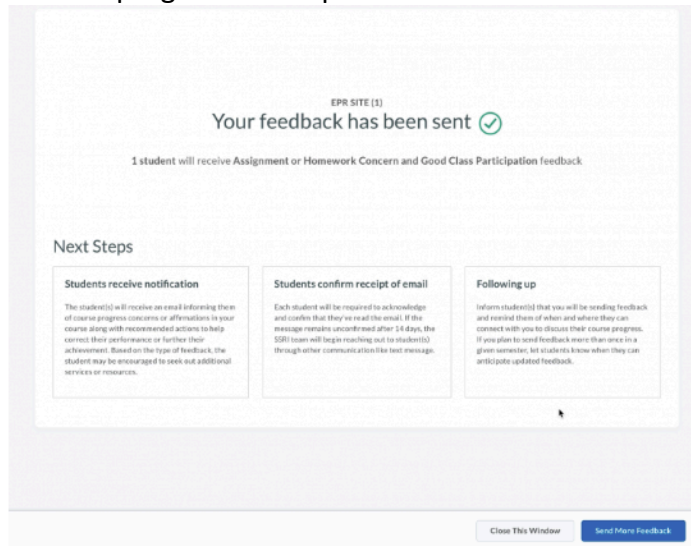
Great in class participation, but I also want you to do your homework!

Prev: Choose Feedback    Send to 1 Student

- Make sure these are the messages you want to send to your selected students.

## 7. Once you have reviewed your message select the “Send” button to the bottom right of the preview screen.

## 8. Post progress send option.



- Review the confirmation screen.
  - You can see details on the progress report you sent.
  - Also, see more info on next steps.
- Select the “Send More Feedback” button in the bottom right to send another progress report.

## Additional Resources:

Trellis Progress: Stefanie Basij, (520) 621-7988, [sbasij@arizona.edu](mailto:sbasij@arizona.edu)

D2L Support Team: (520) 626-6804, [D2L@email.arizona.edu](mailto:D2L@email.arizona.edu)