



# TRELLIS PROGRESS USER GUIDE 2023



**STUDENT SUCCESS & RETENTION INNOVATION**

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# Benefits to Trellis Progress

Trellis Progress is an early reporting system for instructors to provide feedback to students enrolled in their courses. Instructors access Progress through their D2L course site and can provide both positive and constructive feedback on course performance and attendance. Upon sending a progress report, students will receive an email that provides them with the course feedback and resources to support them. This feedback will be visible to student support staff (e.g. academic advisors) to ensure timely support for students.

- Offers a quick and efficient way to create comment-based progress reports with a dropdown-style interface.
- Choose from various common classroom performance or retention topics, ensuring personalized reports for students.
- Allows you to email one or many students simultaneously based on their individual needs.
- Preview and verify progress report content before sending to ensure accuracy.
- Identify thriving students for enrichment opportunities.
- Suggest appropriate resources like the Dean of Students, Campus Health, or Think Tank tutoring for struggling students.
- Empowering students to make changes, connect with resources, or explore new opportunities.

\*If you are interested in learning more about how your department utilizes progress report information, we encourage you to reach out to your advising team. They will be able to provide you with further insights and details on how this valuable data is leveraged to support student success.



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# When should I use Trellis Progress?

As an instructor, the timing for feedback can be unique to course, environmental factors and/or class modalities. We recommend sending progress reports as students complete those first assignments, quizzes, exams, or papers. Whether you're providing feedback once or multiple times in a semester, students should have time to act on the feedback provided, while keeping in mind important academic [dates and deadlines](#).

You have the flexibility to send progress reports at any time during the semester providing opportunities for timely intervention or in celebration of student efforts. Following up with students after an initial progress report of concern showcases student growth and is a great way to acknowledge their efforts.

By sending progress reports early in a given semester, instructors can proactively address any challenges and reinforce positive behaviors, setting a solid foundation for ongoing success.

## Suggested Times for Sending Trellis Progress Reports

Course Length	Suggested Feedback Timing
Regular session courses starting on 8/21	Send by 9/29
7 week courses starting on 8/21	Send by 9/8
7 week courses starting on 10/12	Send by 11/3
5 week courses starting on 8/21	Send by 9/1
5 week courses starting on 9/25	Send by 10/6
5 week courses starting on 10/30	Send by 11/10

## Suggested D2L Announcement

Creating the expectation and communicating your intention to send progress reports can be beneficial for student engagement. You can include relevant details in the course syllabus or post an announcement in D2L prior to sending progress reports. An introductory announcement is ready to help you get started.

*This course utilizes Trellis Progress reports to support your success this semester. At least once this semester you will receive an email informing you of your course progress (concerns or affirmations) along with recommended actions to help further your academic goals. You can acknowledge receiving your progress report by clicking "acknowledge" in the email body. Don't hesitate to reach out with any questions or concerns*



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# Concerns about Student Health or Safety

Concerns about student's health or safety should be reported to the Dean of Students Office.

In the University of Arizona community, it is not uncommon for instructors to encounter students who are experiencing distress. [Recognizing distress signals](#), understanding intervention methods, and being aware of available sources of help are essential for offering support. In cases of concern for a student's safety and well-being, a progress report may not be suitable. Instead, prioritizing the [CARES Reporting form](#) guides students towards comprehensive support resources, ensuring they receive the necessary assistance during challenging times. The [Dean of Students Office](#) and [Counseling and Psych Services](#) are dedicated resources providing consultation and referral services to students, instructors, staff, and parents. If you have any concerns, please reach out to the **Dean of Students Office at (520) 621-7057** or **Counseling & Psych Services (CAPS) Main Clinic at Campus Health at (520) 621-3334**, or **CAPS North Clinic in the North District at (520) 626-3100**. Once you reach out to [DOS](#) for assistance, your part in supporting the distressed student is fulfilled.

**Below are some of the more prevalent behavioral and academic signs that students exhibit when they are in distress:**

Depression	Increased anxiety
Changes in behavior	Irregular sleep patterns
Suicidal thoughts	Fatigue
Substance abuse	Disorientation or confusion
Changes in hygiene	Expressing family problems
Talk of weapons	Aggressive behavior
Bizarre behavior	Plans to commit suicide
Significant weight change	Extreme statements
Increased irritability	Expressing feelings of helplessness
Late work	Decline in work performance
Missed assignments	Inability to concentrate
Procrastination	Drop in grades



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# How to Send Progress Reports

## Part 1- Navigating to Trellis Progress

1. Sign in to D2L.

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**D2L**

Systems Status  
● Desire2Learn (D2L) ● NetID+ ● UAWIFI

**Login**

UA NetID Login  
Having trouble logging in? Visit the [UA NetID site](#).

Non UA NetID Login >

Federated Login >

Help

- [Report a Problem](#)
- [D2L Help](#)
- [Contact the 24/7](#)

**Things to Know**

**Not Seeing Your D2L Course Site?**

Sites are automatically activated 1 week prior to the course start date.

**Students:**  
If you don't see a class in D2L, and it starts in less than a week, your instructor may have made it inactive. If you are concerned about access, please email your instructor.

**Instructors:**  
If you don't have your D2L course sites yet, visit the [D2L Course Site Request](#) page. If you would like to manually (de)activate your site visit the following [help page](#).

**What You're Agreeing To**

D2L and integrated technologies, are for educational purposes and may not be used commercially or disseminated to third parties. Violators may be sanctioned under the [Student Code of Conduct](#). For the full text of this policy, along with other applicable policies, visit our [Policies page](#)

**UIITS Alerts**

▶ UAccess Employee implementation of UCAP on Thursday, January 16th, 2020, from 6:00 PM to 10:00 PM

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2. Select the course site for your progress reports.

Homepage - University of Arizona

test.d2l.arizona.edu/d2l/home

Discover D2L Help My D2L Tools Calendar Quick Eval Course Admin

**My Courses**

All Discover Courses 2194 - Fall 2019 2144 - Fall 2014 2141 - Spring 2014 2134 - Fall >

**PA 348 FA19 001**  
2194 - Fall 2019

**Trellis Progress | Demo Site**  
2019 Playspace

**CatCoin**  
2021 - Non-term

**SOS-Launchpad 2018**  
2018 Non-term

**CHEM101B SP14 001**  
2141 - Spring 2014

**D2L New Instructor Orientation**  
Discover Courses

**Announcements**

There are no announcements to display.

**Work To Do**

2 weeks clear!  
You have no activities with due or end dates available.



### 3. Navigate to "Grades".

Homepage - PA 348 FA19 001 x +  
test.d2l.arizona.edu/d2l/home/800422

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Course Home Content Classlist Discussions Assignments **Grades** Quizzes Attendance Course Admin UA Tools More

PA 348 FA19 001

Announcements  
There is a career out there with your name on it  
Posted Dec 15, 2019 11:52 AM  
Class for those of you who are graduating in December or May this inb nning

Work To Do

### 4. Go to "Enter Grades".

Grades List - PA 348 FA19 001 - x +  
test.d2l.arizona.edu/d2l/lms/grades/admin/manage/gradeslist.d2l?ou=800422

THE UNIVERSITY OF ARIZONA PA 348 FA19 001

Course Home Content Classlist Discussions Assignments Grades Quizzes Attendance Course Admin UA Tools More

**Enter Grades** Manage Grades Schemes Settings Help

New More Actions

Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Class participation			250
<input type="checkbox"/>	Class Participation	Numeric	-	250
<input type="checkbox"/>	TCE - Extra Credit	Numeric	-	10
<input type="checkbox"/>	Writing Assignments			225
<input type="checkbox"/>	Semester Research Project Paper	Numeric	Assignments	150

## 5. Select “Trellis Progress Reports.”

The screenshot shows a web browser window with the URL `test.d2l.arizona.edu/d2l/lms/grades/admin/enter/user_list_view.d2l?ou=800422`. The page header includes 'THE UNIVERSITY OF ARIZONA' and 'PA 348 FA19 001'. A navigation menu contains 'Course Home', 'Content', 'Classlist', 'Discussions', 'Assignments', 'Grades', 'Quizzes', 'Attendance', 'Course Admin', 'UA Tools', and 'More'. Below the menu, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. A toolbar contains buttons for 'Import', 'Export', 'Trellis Progress Reports' (highlighted with a red box and an arrow), 'Switch to Spreadsheet View', and 'More Actions'. There is also a 'View By:' dropdown set to 'User' and a search bar.

## Part 2- Selecting Students

There are three ways that you can select students: 1) Selecting students from your class list, 2) [Gradebook filters](#) (see below for directions) or 3) [By uploading a csv file](#),

## Launch Early Progress Report

Filter your grade book by using the grade item filter below and select one or more students you wish to send an early progress report. After making a selection, you will be sent to Salesforce to complete the remaining steps in the Early Progress Report process.



### Select Grade Items

[Bulk CSV Import](#) **3**

Show students who fit  
 Any selected criteria  
 All selected criteria

<input type="checkbox"/>	Grade Item	Minimum Grade	Maximum Grade
<input type="checkbox"/>		A-	A
<input type="checkbox"/>		B+	B

[Skip to Select Students](#) **1** [Cancel](#) 0 Grade Items Selected

## Using the Gradebook Filter

All grade book items are available for selection when using the Gradebook Filter.

When filtering on multiple grade book items, your options are

- if they meet all criteria (ex. If a student meets criteria for both Exam 1 and Class Participation)
- a student meets the criteria for any selected criteria (ex. either Exam 1 or Class Participation).



### Select Grade Items

[Bulk CSV Import](#) [View Previous Reports](#)

**Show students who fit**

- Any selected criteria
- All selected criteria

**2**

<input type="checkbox"/>	Grade Item	Minimum Grade	Maximum Grade
<input type="checkbox"/>	Class Participation	0 %	100 %
<input type="checkbox"/>	TCE - Extra Credit	0 %	100 %

## 6. Select your grade book items and determine the minimum and maximum grade for the gradebook item/s.

Filter your grade book by using the grade item filter below and select one or more students you wish to send an early progress report. After making a selection, you will be sent to Salesforce to complete the remaining steps in the Early Progress Report process.



### Select Grade Items

[Bulk CSV Import](#) [View Previous Reports](#)

**Show students who fit**

- Any selected criteria
- All selected criteria

<input type="checkbox"/>	Grade Item	Minimum Grade	Maximum Grade
<input checked="" type="checkbox"/>	Class Participation	0 %	65 %
<input type="checkbox"/>	TCE - Extra Credit	0 %	100 %

1 Grade Items Selected



- A list of all students in the class will be generated. In this example, there are 49 students in the course who meet your criteria. If you would like to send a progress report to the entire list of selected students, you can proceed by clicking the **“Select Feedback”** button.

The screenshot shows a progress bar at the top with three steps: 'Select Grade Items' (completed), 'Select Students' (current step), and 'Select Feedback' (pending). Below the progress bar is the 'Select Students' section. It includes a 'Selected Grade Items' filter set to 'Class Participation 0% - 100% (49 Students)'. A 'Deselect All 49' button is visible. A table lists students with columns for selection, name, ID, section name, and last access. A 'Search Users' box is on the right. At the bottom, there is a 'Select Feedback' button, a 'Restart' button, and a status indicator '49 Students Selected'.

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Org Defined ID	Section Name	Last Course Access
<input checked="" type="checkbox"/>	Student Name	#####	Trellis Course Demo Site	12/19/2019, 1:49:40 PM
<input checked="" type="checkbox"/>	Student Name	#####	Trellis Course Demo Site	1/9/2020, 1:58:53 PM
<input checked="" type="checkbox"/>	Student Name	#####	Trellis Course Demo Site	12/17/2019, 9:59:07 AM
<input checked="" type="checkbox"/>	Antonia Estrada	23555723	BA_048_SEC001_2194-1	12/15/2019, 1:49:47 PM

If you would like to deselect a particular student(s) from the list, you can click on the box to the left of student’s name.

If the list of selected students is correct you can proceed to the next step by clicking the **“Select Feedback”** button.

## Part 3- Selecting Feedback and Calls to Action

8. Select feedback type(s), specific feedback item(s), and edit your Calls to Action if applicable. You must choose at least one feedback type.

Choose Feedback:

Choose the feedback that you would like to provide to the student(s). You can build a feedback message (with up to two feedback types), send a personal message or both. Instructors may use data from their D2L gradebook or other sources to determine the type of feedback to select.

**Subject:**  
Trellis Course Demo Site - Progress

**Message:**  
Dear [Student],  
Your Trellis Course Demo Site instructor is providing you with the following feedback...

\*Feedback Type #1      \*Specific Feedback #1  
--- None ---      --- None ---

Feedback Type #2 (optional)      Specific Feedback #2  
--- None ---      --- None ---

9. Review the calls to action for the student. Based on your feedback type, specific calls to action will auto-generate. If you would like to remove or add others, please use these buttons. You must include at least one call to action but no more than five.

\*Feedback Type #1      \*Specific Feedback #1  
Academic Concerns      Writing Skills Concern

Visit your instructor by making an appointment or by attending office hours for individualized support. Remove

Contact your academic advisor to discuss course options and strategies for success. Remove

Utilize tutoring resources as outlined in your course syllabus. Make the most of [University Resources](#), such as the [Think Tank](#) and your [liaison librarian](#) for academic support. Remove

Add Additional Actions



10. You can select “Add Additional Actions” and review the available items. Select the item/s that you want to include. Additional actions are grouped by topic.

The screenshot shows a web interface with a modal window titled "Add additional actions". The modal is divided into sections, with the first section titled "Attendance Concerns". Under this heading, there are three items, each with an "Add" button to its right. The first item is: "If you have circumstances preventing you from attending class, meet with your instructor. [University Resources](#), like your academic advisor and the [Dean of Students](#) office are also available to support you." The "Add" button for this item is highlighted with a red box. The second item is: "Contact your academic advisor about course options." The third item is: "If you are experiencing any health issues preventing you from attending class, visit with [Campus Health Services](#)." At the bottom of the modal is a "Close" button. In the background, a "Next: Preview Message" button is visible.

11. You can also add additional comments, the additional comments will send as a separate email and will include a personalized greeting to the student.

- Utilize this feature to suggest internships or research opportunities, expanding students' horizons beyond the classroom.
- Invite students to attend outside lectures, fostering their intellectual curiosity, and promoting active participation.
- Offer insights regarding their course grade, helping students gauge their progress and identify areas for improvement.
- Opportunity to provide suggestions on how to enhance performance, empowering students to take proactive steps towards academic success.
- Highlight course or department-specific academic resources, ensuring students are aware of additional support and enrichment opportunities.

#### 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

**B** *I* U ↺ ☰ ☱ ☲ ☳

I noticed that you have not attended class for some days. I wanted to reach out to you to find out whether there is anything I could do to assist you. Please reply to this email or attend Zoom office hours.

Best,  
Instructor



12. Preview your progress report. You can toggle between the university email and the additional comments email (if you wrote additional comments). If you need to make edits you can select the “Prev: Choose Feedback” button.

[Feedback Message](#)

[Your Additional Comments](#)

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### PROGRESS REPORT - TRELIS PROGRESS | DEMO SITE

**\*ACTION REQUIRED:** Please confirm and acknowledge receipt of this email below.

Dear [Student],

Your Trellis Progress | Demo Site instructor, Breanna Pena, 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.

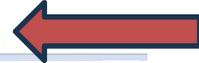
#### Quiz or Examination Concern

Visit your instructor by making an appointment or by attending office hours for individualized support.

Utilize tutoring resources as outlined in your course syllabus. Make the

[Prev: Choose Feedback](#)

[Send to 1 Student](#)



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13. Once you have reviewed your message/s select the “**Send to x Students**” button to the bottom right of the preview screen.

## 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:** sbasj@email.arizona.edu.invalid  
**To:** [Name of Student](student@email.arizona.edu)  
**Subject:** RE: PA 348 001 - Progress Report Additional Comments

Hello [Name of Student],

I noticed that you have not been attending class for some days now. I wanted to reach out to you to find out whether there is anything I could do to assist you. Please reply to this email or attend zoom office hours.

Best,  
Instructor

Prev: Choose Feedback **Send to 1 Student**



## 14. Post progress send option.

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Trellis Course Demo Site

### Your feedback has been sent

2 students will receive  
Stopped Attending feedback.

Next Steps

#### Students receive notification

The student(s) will receive an email informing them of course progress concerns or affirmations in your course along with recommended actions to help correct their performance or further their achievement. Based on the type of feedback, the student may be encouraged to seek out additional services or resources.

#### Students confirm receipt of email

Each student will be required to acknowledge and confirm that they've read the email. If the message remains unconfirmed after 14 days, the SSRI team will begin reaching out to student(s) through other communication like text message.

#### Following up

Inform student(s) that you will be sending feedback and remind them of when and where they can connect with you to discuss their course progress. If you plan to send feedback more than once in a given semester, let students know when they can anticipate updated feedback.

[Close This Window](#)

- Review the confirmation screen.
  - You can see details on the progress report you sent.
  - Also, see more info on next steps.
- Select the **“Close this Window”** button in the bottom right to return to grade book.



## Additional Support

- Trellis Progress (training, consultation): Breanna Pena, (520) 621-7988, [brpena@arizona.edu](mailto:brpena@arizona.edu)
- [Trellis Support Request](#) if you are unable to send your progress reports or have Trellis related issues
- D2L related issues contact [D2L support](#)
- General technology support [24/7 IT Support Center](#)



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## Feedback Types and Pre-Populated Calls to Action

Feedback type	Actions
<b>Academic Concerns</b>	
Writing Skills Concern	<ul style="list-style-type: none"> <li>Visit your instructor by making an appointment or by attending office hours for individualized support.</li> <li>Contact your academic advisor to discuss course options and strategies for success.</li> <li>Utilize tutoring resources as outlined in your course syllabus. Make the most of <a href="#">University Resources</a>, such as the <a href="#">THINK TANK</a> and your <a href="#">liaison librarian</a> for academic support.</li> </ul>
Quiz/Examination Concern	
Assignment/Homework Concern	
Class Participation Concern	
Discussion Post Concern	

Feedback type	Actions
<b>Attendance Concern</b>	
Intermittent Attendance	<ul style="list-style-type: none"> <li>If you have circumstances preventing you from attending class, meet with your instructor. <a href="#">University Resources</a>, like your academic advisor and the <a href="#">Dean of Students</a> office are also available to support you.</li> <li>Contact your academic advisor about course options.</li> <li>If you are experiencing any health issues preventing you from attending class, visit with <a href="#">Campus Health Services</a>.</li> </ul>
Stopped Attending	
Never Attended	

Feedback type	Actions
<b>General Concerns</b>	
Immediate Action	<ul style="list-style-type: none"> <li>Visit your instructor by making an appointment or by attending office hours for individualized support.</li> </ul>
General Concern	
	<ul style="list-style-type: none"> <li>If you have circumstances preventing you from attending class, meet with your instructor. <a href="#">University Resources</a>, like your academic advisor and the <a href="#">Dean of Students office</a> are also available to support you.</li> <li>If you are experiencing any health issues preventing you from fully participating in this class, visit with <a href="#">Campus Health Services</a>.</li> <li>Find <a href="#">University Resources</a> to help support your academic goals.</li> </ul>

Feedback type	Actions
<b>Positive Feedback/Affirmations</b>	
Good Class participation	<ul style="list-style-type: none"> <li>Visit your instructor during office hours to discuss opportunities for further enrichment such as, <a href="#">opportunities for research</a>, internships, or graduate school opportunities.</li> <li>Optimize your academic experience by utilizing resources outlined in course syllabus and by <a href="#">exploring University Resources</a>, like the <a href="#">THINK TANK, Study Abroad or Student Engagement and Career Development</a>.</li> <li>Engage &amp; expand your learning through the innovative, free programs at the Libraries' <a href="#">CATalyst Studios</a> (makerspace, AR/VR &amp; data studios).</li> </ul>
Keep up the good work	
Good Assignment/HW Performance	
Showing improvement	
Demonstrating Leadership	
Good Quiz/Exam	
Good Writing Skills	
Good Discussion Posts	



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## Call to Action Bank

Calls to action are grouped by person or resource type.

*Please note that there is an option that highlights the additional comments that you may send.*

Instructor:
Visit your instructor by making an appointment or by attending office hours for individualized support.
Visit your instructor during office hours to discuss opportunities for further enrichment such, as, opportunities for <b>research</b> , internships, or graduate school opportunities.
Review your grade in the D2L Grades tab. Connect with your instructor to discuss strategies for success in this course.
Academic Advisor:
Contact your academic advisor to discuss course options and strategies for success.
Contact your academic advisor about course options.
Academic Support (Tutoring, etc.):
Utilize tutoring resources as outlined in your course syllabus. Make the most of <b>University Resources</b> , such as the <b>Think Tank</b> and your <b>liaison librarian</b> for academic support.
Attend course review session.
Utilize tutoring as outlined in our course syllabus.
Attend SI Sessions as outlined in our course syllabus.
Contact your <b>liaison librarian</b> to discover resources for your assignments or explore library <b>tutorials</b> for quick, how-to-tips.
Find <b>University Resources</b> to help support your academic goals.
Health/Wellness Resources:
If you have circumstances preventing you from attending class, meet with your instructor. University Resources, like your academic advisor and the <b>Dean of Students office</b> are also available to support you.
If you are experiencing any health issues preventing you from attending class, visit with <b>Campus Health Services</b>
Optimizing Educational Experience:
Consider participating in a high-impact practice, such as <b>Undergraduate Research, Study Abroad</b> or <b>Service Learning</b> .
Optimize your academic experience by utilizing resources outlined in course syllabus and by exploring <b>University Resources</b> , like the <b>Think Tank, Study Abroad</b> or <b>Student Engagement and Career Development</b> .
Engage & expand your learning through the innovative, free programs at the Libraries' <b>CATalyst Studios</b> (makerspace, AR/VR & data studios).
Additional Comments:
See additional comments email for course specific details concerning feedback.



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## Uploading a CSV file:

1. You may choose to import a list of preselected students using the file upload feature. To do this click **“Bulk CSV Import”**.



**Select Grade Items**

[Bulk CSV Import](#)

<input type="checkbox"/>	Grade Item	Minimum Grade	Maximum Grade
<input checked="" type="checkbox"/>	Class Participation	0 %	100 %

[Next](#) [Cancel](#) 1 Grade Items Selected

2. In order to upload a pre-selected class list, click **upload files** or **drop files**. The file must include a header row, in which the first column contains StudentIDs (Org Defined ID in D2L’s gradebook). The file must be saved as a.csv file.

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### Upload CSV

Upload a CSV list of students that you would like to send a progress report to. **When formatting your CSV, a header row is required and the first column must contain StudentIds (org-defined Id in D2L's gradebook).** Once the list is uploaded, please check the table carefully and confirm that each row is a valid student entry before proceeding.

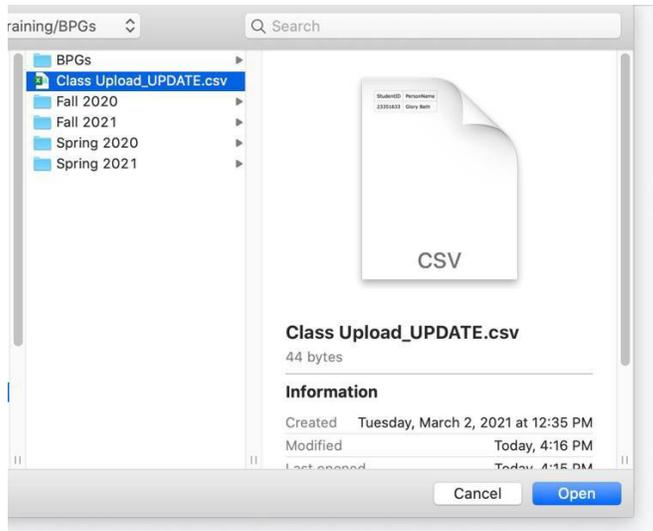
Example:

STUDENTID	PERSON NAME		
8675309	Wildcat, Wilbur		
8675309	Wildcat, Wilma		



[Upload Files](#) [Or drop files](#)

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



4. Your student list will appear below the upload file icon. Confirm that each row is a valid student entry. Select the box next to the student's ID to select students or select the box next to the header StudentID to select entire list.

TRELLIS PROGRESS

### Upload CSV

Upload a CSV list of students that you would like to send a progress report to. When formatting your CSV, a header row is required and the first column must contain StudentIDs (org-defined Id in D2L's gradebook). Once the list is uploaded, please check the table carefully and confirm that each row is a valid student entry before proceeding.

Example:

STUDENTID	PERSON NAME		
8675309	Wildcat, Wilbur		
8675309	Wildcat, Wilma		

Current File: Class Upload\_UPDATE.csv

1 students uploaded

Please select at least one row to continue.

<input type="checkbox"/>	STUDENTID	NETID	LAST NAME	FIRST NAME	EMAIL	SECTION	LAST SENT	LAST FEEDBAC...	EMAIL READ?
<input type="checkbox"/>	12345678	wcat	Wildcat	Wilbur	sbasij@catmail.a...		09/08/2021		false

Reupload CSV

Upload Files Or drop files

- When checking the student list if you determine that this is the incorrect file and need to reupload the CSV file, click the **“Upload File”** button to re-upload a csv file.
- In order to ensure optimal system performance, we recommend sending to no more than 400 students at a time.

5. If you would like to send a progress report to the selected students, you can proceed by clicking the [“Select Feedback”](#) button. [\(Click here to go to Feedback instructions\)](#)

1 students uploaded Upload Files Or drop files

Please select at least one row to continue.

<input checked="" type="checkbox"/>	STUDENTID	NETID	LAST NAME	FIRST NAME	EMAIL	SECTION	LAST SENT	LAST FEEDBAC...	EMAIL READ?
<input checked="" type="checkbox"/>	12345678	wcat	Wildcat	Wilbur	sbasij@catmail.a...		09/08/2021		false

[Next: Select Feedback](#)



# Viewing Previously Sent Progress Reports

Reviewing previously sent progress reports allows you to:

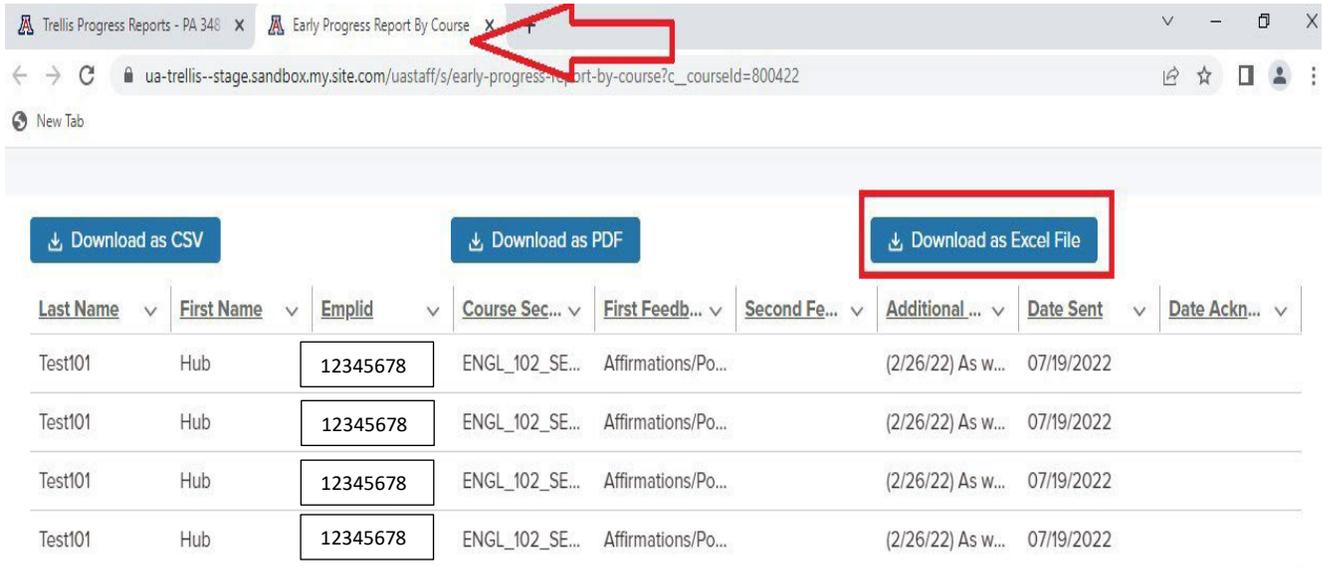
- See if you've already acknowledged a concern or provided affirmations.
- Modify messaging for students who are still struggling in the same areas.
- Send a follow-up communication to struggling students who have shown signs of improvement.

1. Login to Trellis Progress Reports, then select "View Previous Reports".

The screenshot shows a web browser window with the URL `test.d2l.arizona.edu/d2l/custom/epr/800422/`. The page header includes the University of Arizona logo and course information: `PA 348 FA19 001`. The user is identified as Jennifer L. Ludwig. The main navigation bar contains links for Course Home, Content, Classlist, Discussions, Assignments, Grades, Quizzes, Attendance, Course Admin, UA Tools, and More. The main content area is titled "Launch Early Progress Report" and includes instructions: "Filter your grade book by using the grade item filter below and select one or more students you wish to send an early progress report. After making a selection, you will be sent to Salesforce to complete the remaining steps in the Early Progress Report process." A progress indicator shows three steps: "Select Grade Items" (active), "Select Students", and "Select Feedback". Below this, the "Select Grade Items" section has a "Bulk CSV Import" link and radio buttons for "Any selected criteria" and "All selected criteria" (selected). A table lists grade items with filters for minimum and maximum grades. The "View Previous Reports" button is highlighted with a red box and a red arrow pointing to it.

<input type="checkbox"/>	Grade Item	Minimum Grade	Maximum Grade
<input type="checkbox"/>	Class Participation	0 %	100 %

- The link will take you to a Salesforce page where you can view all progress reports sent for this class. You can also download the information to a pdf, csv, or Excel file. We recommend an Excel file for usability.



The screenshot shows a web browser window with two tabs: 'Trellis Progress Reports - PA 348' and 'Early Progress Report By Course'. The address bar shows the URL: 'ua-trellis--stage.sandbox.my.site.com/uastaff/s/early-progress-report-by-course?c\_courseid=800422'. Below the browser, there are three download buttons: 'Download as CSV', 'Download as PDF', and 'Download as Excel File'. The 'Download as Excel File' button is highlighted with a red box. Below the buttons is a table with columns: Last Name, First Name, Emplid, Course Sec..., First Feedb..., Second Fe..., Additional ..., Date Sent, and Date Ackn... The table contains four rows of data, all with 'Test101' as the last name and 'Hub' as the first name. The 'Emplid' column contains the value '12345678' for all rows. The 'Date Sent' column contains '07/19/2022' for all rows.

Last Name	First Name	Emplid	Course Sec...	First Feedb...	Second Fe...	Additional ...	Date Sent	Date Ackn...
Test101	Hub	12345678	ENGL_102_SE...	Affirmations/Po...		(2/26/22) As w...	07/19/2022	
Test101	Hub	12345678	ENGL_102_SE...	Affirmations/Po...		(2/26/22) As w...	07/19/2022	
Test101	Hub	12345678	ENGL_102_SE...	Affirmations/Po...		(2/26/22) As w...	07/19/2022	
Test101	Hub	12345678	ENGL_102_SE...	Affirmations/Po...		(2/26/22) As w...	07/19/2022	

- The file will provide you with all progress reports sent for that course and will include student name, EMPLID, course, feedback type 1, feedback type 2 (if applicable), additional comments (if applicable), date sent, and date the student acknowledged the progress report.

1	First Name	Emplid	Course Section	First Feedback Type	Second Feedback Type	Additional Comments	Date Sent	Date Acknowledged
	Hub	[REDACTED]	ENGL_102_SEC412_2221-1	Affirmations/Positive Feedback : Keep Up the Good Work		(2/26/22) As we head into midterm week, your grade in ENGL 102 is between a 90 and 100 -- an A. This is an impressive performance, and one that I hope will be reflected by the formal report you submit next week as well as work you do in the second half of the semester. Thank you for your contributions to this course.	2/26/2022	2/28/2022
2	Hub	[REDACTED]	ENGL_102_SEC412_2221-1	Affirmations/Positive Feedback : Keep Up the Good Work		(2/26/22) As we head into midterm week, your grade in ENGL 102 is between a 90 and 100 -- an A. This is an impressive performance, and one that I hope will be reflected by the formal report you submit next week as well as work you do in the second half of the semester. Thank you for your contributions to this course.	2/26/2022	undefined
3	Hub	[REDACTED]	ENGL_102_SEC412_2221-1	Affirmations/Positive Feedback : Keep Up the Good Work		(2/26/22) As we head into midterm week, your grade in ENGL 102 is between a 90 and 100 -- an A. This is an impressive performance, and one that I hope will be reflected by the formal report you submit next week as well as work you do in the second half of the semester. Thank you for your contributions to this course.	2/26/2022	3/3/2022
4						(2/26/22) As we head into midterm week, your grade in ENGL 102 is between a 90 and 100 -- an A. This is an impressive performance, and one that I hope will be reflected by the formal report you submit next week as well as work you do in the second half of the semester. Thank you for your contributions to this course.		