ESPR Reporting Tool Tutorial

NOTE: ESPR Reporting Tool will be renamed “Advisor Grade Tool” starting in November
Redesigned to give advisors more reporting capabilities

Sponsored by: Office of Undergraduate Student Advisement
and Student Affairs

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Advisor Grade Tool (ESPR and End of Term) – is a retention strategy for academic advisors. For 20 years advisors have been using Early Semester Progress Reports (ESPR) and End of Term Grades (EOT) to intrusively intervine with students at risk and to congratulate high achieving students.

This reporting tool allows advisors to pull a list of students using various selection criteria by selecting the various tabs. To select your population of interest use the tabs provided in the Advisor Grade Tool in GoldLink. Most tab options are intuitive but some are not. See specifics for each tab for recommendations.

Remember that you can narrow your search to pull the students you want to identify. You may use the Advisor Grade Tool for (but not limited to):

- Checking and notifying students about ESPR
- Checking schedules after orientations (using Student ID tab)
- Checking for failing grades at end of term (EOT) – once a student registers for next semester, you can review EOT grades and also see what student has registered for for the next semester and determine if they have NOT met pre-requisites.
- Etc.

Typical search example:

- Login to GoldLink
- Choose Advisor Grade Tool (under Faculty/Advisor)
- Choose term
- Choose major tab
- Select major
- Generate report (this will generate all currently registered students for term selected in selected major)
- Once student information is populated
  - Select “revise this search” button
  - Select ESPR Include tab
  - Choose F or FN
  - Generate Report (this will generate your majors, for selected term, that have ESPR grades of F or FN
    - Note --- email addresses at bottom of page (one page of emails for each page of students). These may be copy/pasted or exported to use for email distribution lists.
    - For large lists – you may need to select next 100 entries.
    - When beginning a brand “new search” – don’t forget to choose “new search”
    - If student records are printed – they should print one page per student
    - You may highlight student records and save to word for easy access and to add contact notes.
Admission Type: Limited use --- BE AWARE THIS TAB SELECTS STUDENTS BY THEIR ENTRANCE TYPE FOR THEIR FIRST TERM. Do not use this tab except for first semester selection. This is very helpful for identifying first-time freshman or transfers in their first term. Using this tab otherwise will result in an incomplete list.

Age: allows you to select a minimum or maximum age or an age range. This allows you to target a specific age population.

Attempted Hours: this tab allows you to select a minimum or maximum or range of attempted hours (not necessarily earned). We recommend using this tab to identify students in their freshman year. Using a maximum of 30 hours will select freshmen. Note: some first-semester students may have dual or AP credit and be classified above the freshman level because they have earned over 30 hours.

Athletics: Tab for Athletic Department use only.

Campus: This tab allows specific ETSU campuses to select their students. Example: Kingsport Center.

College: This tab allows you to select students within a particular college.

Developmental Studies: Tab for University Advisement Center only

Earned Hours: This tab allows you to select a minimum or maximum or range of earned hours (not necessarily all attempted hours).

Ethnicity: Tab for University Advisement Center only
**ESPR Exclude:** This tab allows you to select all reports for students who have grades others than those selected. i.e. if you wanted to identify all your students who are doing well, you could exclude all grades C or below. This tab is useful in identifying students who ought to be congratulated.

**ESPR Include:** This tab allows you to select all reports for students who have a grade as selected. i.e. if you wanted to identify all your students who have a failing grade you would select F and FN (failing and failing not-attending). This tab is useful in identifying students failing a course.

**EOT (End of Term) Exclude:** This tab allows you to select all reports for EOT for students who have grades other than those selected. i.e. if you wante to identify all your students who are doing well, you could exclude all grades C or below. This tab is useful in identifying students who ought to be congratulated.

**EOT (End of Term) Include:** This tab allows you to select all reports for students who have a EOT grade as selected. i.e. if you wanted to identify all your students who have an EOT failing grade you would select F and FN (failing and failing not-attending). This tab is useful in identifying students failing a course.

**Honors:** Tab for Honors College use only.

**Major:** This tab allows you select students by major. In a couple of instances there are duplicates, if this is our area experiment with both options until you identify your majors.

**Probation:** This tab allows you to view students on probation and to verify their academic progress for the semester.

**Residence Hall:** Tab for Housing and Residence Life Office only.

**Student ID:** This allows you to select an individual or GROUP of students. This is helpful for areas such as Disability Services, Student Support Services and program coordinators.

**Veterans Status:** Tab for Veterans Affairs Office only.