

# Reporting Non-Attendance with Orange SUccess

## Early Semester Progress Report (ESPR)

ESPR open period: 9/11/17 - 9/15/17

Effective fall 2017, Syracuse University will be tracking student “Non-Attendance” through Orange SUccess. Faculty are expected to indicate students who never attended a class during the ESPR using Orange SUccess. The definition of the NA grade is changed in the Academic Rules and on the transcript legend from ‘did not attend/withdrew’ to ‘did not attend’ and the grade will only be used to indicate a student did not attend. The Office of the Registrar and the Office of Financial Aid will monitor Orange SUccess and mark students who were flagged as “never attended” in PeopleSoft with an NA grade, track enrollment status change, and return Federal funds as needed.

The screenshot shows the Orange SUccess interface with the 'Attendance' tab selected. At the top, there are tabs for 'My Students', 'Tracking', 'Attendance', and 'Progress Surveys'. Below these is a search bar with a 'Go' button. A table displays student records with columns for 'Name', 'No Concerns at this time', 'Never Attended', and 'Attendance Concern - informational'. A red arrow points to the 'Submit' button at the bottom right of the interface.

### To access the ESPR for your course(s):

1. Click on the “Orange SUccess” link from MySlice (Faculty Services pagelet) or from Blackboard (Tools menu).
2. Links to Outstanding ESPR’s will be displayed at the top of your Orange SUccess “Home” page or by clicking “Students” | “Progress Surveys”.
3. For faculty with multiple classes, your ESPR’s can be accessed by clicking on “more...” and selecting the course from the pull down menu.
4. Review the survey grid and check all appropriate radio buttons next to the student's name you are reporting as **Never Attended**.
5. If you don't need to report any non-attendance concerns, it is still important that you click **Submit**.

NOTE: ESPR surveys will become unavailable once you submit. They cannot be reopened. Updating the Never Attended flag is available during and after the ESPR open period by accessing the student’s record and “closing the loop”. To report a student after the ESPR closes, contact the registrar’s office at registrar@syr.edu.

More information and training materials are available on the Orange SUccess website (<http://orangesuccess.syr.edu>). Please email [orangesuccess@syr.edu](mailto:orangesuccess@syr.edu) with any questions, or call us at 315-443-0221.