

# Reporting Non-Attendance with Orange SUccess

## Mid-Semester Progress Report (MSPR)

MSPR open period: 10/12/17 - 10/22/17

Effective fall 2017, Syracuse University will be tracking student “Non-Attendance” through Orange SUccess. Faculty are expected to indicate all students who **stopped attending** a class during the mid-semester progress report period using Orange SUccess.

**To access the mid-semester progress report (MSPR) 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 MSPR’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, MSPR’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 having **Stopped Attending**.
5. If you don't need to report any non-attendance concerns, it is still important that you click **Submit**.

Draft   Never Mind   Submit

NOTE: MSPR surveys will become unavailable once you click submit. They cannot be reopened. The Stopped Attending flag can be accessed during and after the MSPR open period by opening the student’s record and “closing the loop”.

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.