This tutorial describes the process course instructors will use to enter mid-semester feedback for students via the myRedDragon portal.

**Mid-Semester Feedback Entry Steps**

1. Login to myRedDragon via Cortland’s homepage or enter [http://myreddragon.cortland.edu](http://myreddragon.cortland.edu) in your web browser address bar. When the login page loads, enter your username and password in the provided form fields.

2. Within myRedDragon, click on the Academics tab located in the upper toolbar.

3. Within the Academics tab you will find the REGISTRAR FACULTY RESOURCES channel. Within the channel you will find the GRADING category. Click on the MID-SEMESTER FEEDBACK link to access your grading roster.
4. Choose the appropriate course from the drop down list and then load students. 
   NOTE: if you do not see your courses listed, please contact the Help Center or the Registrar’s Office.

5. You will then be presented with your class roster. The class roster will populate with student name, ID number, email and photo. NOTE: Only 25 students will be shown per page. If your class roster exceeds 25 students, you will need to advance to the next page to see the remaining students.

**Student List:**

You must select feedback for each student individually. The system remembers your previous selections. To submit your feedback, select the ‘Submit Mid-Semester Feedback’ button the next day with your feedback.

You have submitted mid-semester feedback for 0 of 2 students.

Page 1 of 1 | Showing (1 - 2) of 2 students

6. You must select feedback for each student individually. Once feedback has been selected you may be presented to indicate additional information about the reasons for struggling and recommendations for the student.

### Feedback: (select one)
- No concerns at this time
- Student is struggling
- Student never attended

### Struggling due to: (select all that apply)
- Low attendance/participation
- Low exam/test performance
- Written work concerns
- At risk for failing

### Recommendations: (select all that apply)
- Seek academic assistance
- See instructor
- Consider course withdrawal
- See academic advisor

7. NOTE: Once all fields have been completed for the student, the status indicator will change indicating that all pertinent information has been entered for that student.

   - Please select feedback for this student.
   - Please make sure you submit this feedback to notify this student.

Submitted 9/11/2018, 3:16:36 PM - Estimated email date 9/12/2018, 7:00:00 AM
8. Once you have submitted your work, it is saved. You may go back and make changes prior to the email notifications begin sent to the student the next day at 7 a.m.

Submit Mid-Semester Feedback

Success!

You have successfully submitted mid-semester feedback for the current page.

You have submitted mid-semester feedback for 4 of 232 students.

Please make sure to submit for each page of students, and also that you've filled out all required fields for each student.

9. NOTE: After a 10 minute period of inactivity your session will expire. You will be prompted to stay signed in or be logged out automatically.

Your session is about to expire!

⚠️ You will be signed out in 114 seconds.

Do you want to stay signed in?

No, Sign me out Yes, Keep me signed in

If you have additional questions about the Mid-Semester Feedback platform, please contact Advisement and Transition at 607-753-4726. Thank you.