

Early Semester Feedback Tutorial

Student Registration and Record Services

607-753-4702

srrs@cortland.edu

<http://www.cortland.edu/srrs>

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

Early Semester Feedback Entry Steps

1. Login to myRedDragon via Cortland's homepage or enter <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.



Home Tech Help Library **Academics** Faculty/Staff Campus Life

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 EARLY SEMESTER FEEDBACK link to access your grading roster.

Registrar Faculty Resources

Banner Web (Self Service)

- [Main Menu](#)
- [Student/Advisee Menu](#)

College Catalogs

- [Current College Catalog](#)
- [Previous College Catalogs](#)

Dates & Deadlines

- [Calendars, Dates & Deadlines](#)
- [Final Exam Schedule](#)
- [Semester Course Schedule](#)
- [Standard Final Exam Schedule/Info](#)

Instructor Resources

- [Class Contact List](#)
- [Download Class List](#)
- [Email Your Class](#)
- [Photo Class List](#)
- [Summary Class List](#)

Grading

- [Final Grade Entry \(Includes Quarter Courses\)](#)
- [Grade Change Form \(Including Incomplete Grades\) \(PDF\)](#)
- [Early Semester Feedback](#)

- 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 Student Registration and Records Services.

SUNY Cortland Early Semester Feedback ?

Select a Course

Choose a course... Load Students

Note: If you do not see your courses listed, please contact [The Help Center](#).

- 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 what you selected and will remain on the page even if you time-out or have to log off and complete later. To submit your feedback, select the "Submit Early Semester Feedback" button at the bottom of each page. This will push the information to Banner and students will receive an email notification the next day with your feedback.

You have submitted early semester feedback for **0** of **26** students.

« 1 » Page 1 of 2 | Showing (1 - 25) of 26 students

- You must select feedback for each student individually. Once feedback has been selected you may be presented with the opportunity to indicate additional information about the reasons for academic difficulty and recommendations for the student.

Feedback: (select one)

- No concerns at this time
- Student not meeting academic expectations/performance
- Student never attended

Student may be experiencing academic difficulty due to: (select all that apply)

- Low attendance/participation
- Low exam/test performance
- Work not meeting course expectations
- At risk for failing

Recommendations: (select all that apply)

- Attend class/turn in required work/projects
- Seek academic assistance
- See academic advisor
- See instructor
- Discuss course withdrawal with academic advisor

- 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

- Once you have submitted your work, it is saved. You may go back and make changes prior to the email notifications being sent to the student the next day at 7 a.m.

Success!

You have successfully submitted early semester feedback for the current page.

You have submitted mid-semester feedback

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

Close

- 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 Early Semester Feedback platform, please contact Advisement and Transition at 607-753-4726. Thank you.