How To Contribute Student Information

Log onto Gael Xpress

Select the **Faculty** tab

From the STUDENT SUCCESS PORTAL menu, select the **Contribute Student Information** link.

Enter **ID** of Student
OR Enter **Name of Student** – full name
OR Enter Name of Student – partial name

If you enter a partial name of student, you will receive a list in the Student Search Results. Select the name of the student
Select **Type of Information**. Enter a **Summary** statement and **Detailed Notes** about the student. You should also indicate the **Method of Contact(s)** you used. Click on **submit** when finished.

**Contribute Student Information**

* = Required

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**Case for Michael Jones**

**Type of Information**: Attendance

**Summary**: Michael has missed two classes this week

**Detailed Notes**:

Michael is in my TRS 97 course and has missed two classes this week. I never heard from him. I sent him an email to check in but he did not respond. I also left him a voicemail. He has been in regular attendance since this point in time and has overall been doing well in the class.

**Did you contact this student?**

- [X] Check Any that Apply

- [ ] In person
- [X] E-mail
- [X] Phone
- [X] IM (Instant Message)
- [ ] Standard mail
- [ ] Voice mail
- [ ] Text message
- [ ] Social Media
- [ ] No Contact Attempted
- [ ] Other (Explain in Notes)

**Do you want to report additional issues regarding this student?**

[ ]

[**Submit**](#)
Once you submit, you will see a **confirmation message** about the information you just submitted for the student and who the case will be assigned to.

When Contributing Student Information, consider the following:

1. **Type of Information** – Select how you would like to classify the type of the information you are submitting.
2. **Summary** – Provide a brief summary of the information you are submitting e.g., lack of participation, unsatisfactory attendance, roommate concerns.
3. **Detailed Notes** – Provide detailed, factual information regarding the student and concerns you have observed. Include: Course number and section, course name or origin of your interaction with the student. Provide any recommendations e.g., drop course.
4. **Contact with Student** – Select any interaction you have had with this student specifically regarding the information you are submitting.
5. **Report additional issues** – Select this if you have OTHER information you would like to submit that falls under a type of information e.g., You submitted attendance concerns and now you would like to add information on classroom conduct.
If you have OTHER information you would like to submit on the same student that falls under another category or type of information, select **Report Additional Issues**.

<table>
<thead>
<tr>
<th>Category</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Voice mail</td>
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<td>Text message</td>
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<tr>
<td>Social Media</td>
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<tr>
<td>No Contact Attempted</td>
<td></td>
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</tr>
<tr>
<td>Other (Explain in Notes)</td>
<td></td>
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</tbody>
</table>

Do you want to report additional issues regarding this student? [ ]

**SUBMIT**
You will then be brought to a page that looks similar to the Contribute Student Information page, which also includes a confirmation about your previous contribution. Select Type of Information. Enter a Summary statement and Detailed Notes about the student. You should also indicate the Method of Contact(s) you used. Click on submit when finished.

Confirmation from previous contribution
Once you submit, you will see a confirmation message about the information you just submitted for the student and who the case will be assigned to.

Your information regarding Michael Jones has been recorded in case #1597. The case is assigned to: STU ENGAGEMENT & ACAD SUCCESS; M SILVA, SEAS SPECIALIST.