

Creating Personalized Progress Reports with ChatGPT

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Rationale

- Use ChatGPT to generate individualized mid-term progress report.
- Background
 - In the past, I exported Canvas gradebook to Excel spreadsheet and then transpose the data into a format that can be copied and pasted into an email for individual students with tailored messages. The process is time consuming.
 - Looking for a way to make the process more efficient without losing personal touch.

Expected Outcomes

To generate mid-term progress report, including

- Grading criteria
- Points earned from all assignments
- Letter grade
- Personalized message

| Mid-Term Progress Report | | |
|--|-----------------|---------------|
| Assignment | Points Possible | Points Earned |
| Feb. 8th Webinar 1 | 4 | 4 |
| March 15 Seminar 2 | 3 | 3 |
| Module 1 Self-Introduction | 4 | 4 |
| Module 2 Digital and AI Toolbox | 4 | 4 |
| Module 3 Learning Theories | 4 | 4 |
| Module 4 Copyright | 4 | 4 |
| Module 5 Formative Assessment w/ Technology | 10 | 10 |
| Module 6 ISTE Standards Activities | 10 | 10 |
| Module 7.1 ePortfolio part 1 | 10 | missing |
| Module 7.2 ePortfolio Part 2 | 32 | |
| Module 13 Promoting CSP and Equity with Technology | 4 | |
| LMS or Curricular Application Lesson Plan | 20 | |
| Peer Comments | 8 | |
| May 10th Seminar | 3 | |
| Earned Points | 120 | 43 |
| Current Grade | | B+ |

Here's the mid-term progress report on your performance in EDUC431. You have done well as an active member of the online community. The Canvas grade book is kept up to date, so you can also monitor your progress via the grade book. The Peer Comments grade, which will be tallied in the last week of the course, is based on at least a total of 8 peer comments on various Discussion Boards throughout the semester. If you have not contributed any peer comments, it's not too late to start now. Please refer to the syllabus on the criteria. Please save this email for your record. Your contribution to the online community is greatly appreciated.

The mid-term grade is not a prediction of the final grade so you still have time to catch up.

Please let me know if you have any questions.

Grading Criteria

| Letter Grade | Mid-term grade: | Final grade: |
|--------------|-----------------|--------------|
| A | 50-53 | 112-120 |
| A- | 47-49 | 108-111 |
| B+ | 43-46 | 104-107 |
| B | 40-42 | 100-103 |
| B- | 37-39 | 96-99 |
| C+ | 33-36 | 93-95 |
| C | 30-32 | 88-92 |
| C- | 27-29 | 84-87 |
| D | below 27 | below 83 |

Grades of D+ or lower is unacceptable for undergraduate level work. F is given for failing or incomplete work.

Materials & Tools Used

Gradebook in
Excel exported
from Canvas

Message
template in
Word document

ChatGPT4o

First Prompt

- Attached is the gradebook for a class. I need to generate a mid-term report for each student in the same fashion of the attached Word document. Please generate individual student mid-term report using the data in the spreadsheet and write reports in the same way as the Word document for each student using only their first name. to assign a letter grade use the grading criteria based on their current grade at row 17 of the excel file: A 50-53 A- 45-49 B+ 40-44 B- 35-39 C+ 30-34 C 25-29 C- 20-24 D below 20

More Prompts and 10 Prompts Later

Please note that the name in the gradebook Excel file should be in this format: Last name, First name. Therefore, in the individualized feedback, please use the correct first name. Please also note the grading criteria in this sample report Word doc. In the individualized feedback Word document, please enter a letter grade based on the current grade and the corresponding letter grade.

- The report is missing this individualized table that I want to include in each report based on the gradebook spreadsheet. Please revise.
- This is an improvement, but you didn't show the letter grade. I just updated the gradebook so please use the attached Excel file and Word template to create new individualized mid-term report.
- The format for the Grading criteria for the mid-term grade is off. Use a tab to separate the letter grade and the point range. See the attached Word template. Also, you are missing the last two rows of "Earned points" and "Current Grade" in the table. Please review the Word template titled A 50-53 A- 45-49 B+ 40-44 B- 35-39 C+ 30-34 C 25-29 C- 20-24 D below 20

Final Outcomes

- A zip file with individual progress reports in Word document

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I am concerned that you are a bit behind in your assignments. Please let me know how I can support you or your plan in catching up.

Please let me know if you have any questions.

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| May 10th Seminar | 3 | |
| Earned Points | 120 | 26 |
| Current Grade | | D |

Best,

Reflection

- Took about two hours to complete the task of creating 20 individual progress reports.
- Could use [Boodlebox](#) PromptBot to improve prompts.
- Not sure if Boodlebox will generate downloadable files.
- Might still use ChatGPT.