Instructions for Enrollment Verification Survey in S&T Connect

1. Log into S&T Connect
2. On the homepage, click on the link next to Outstanding Progress Surveys:
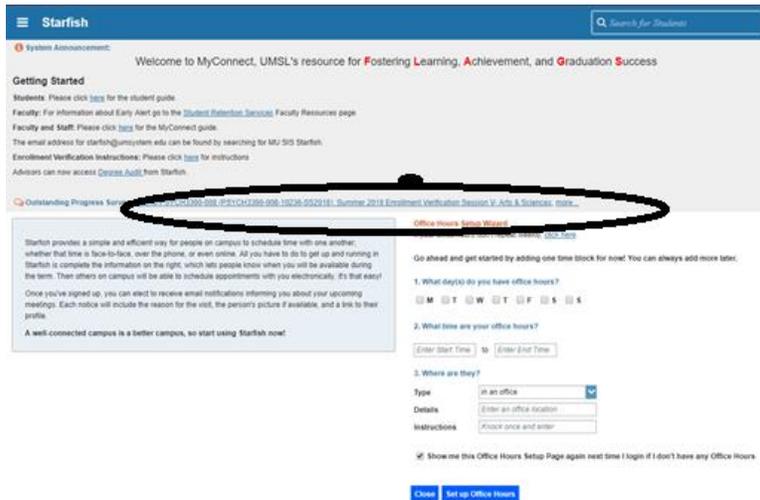
Or Click on Progress Surveys under Students in your left side menu as pictured below:
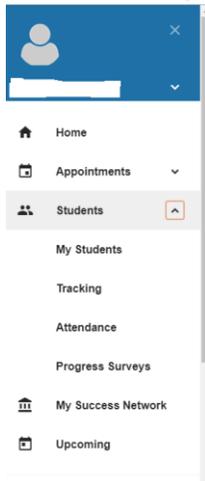
3. You will see a screen with all of your students currently enrolled in your class. If you have more than one class, please complete the survey for each class.
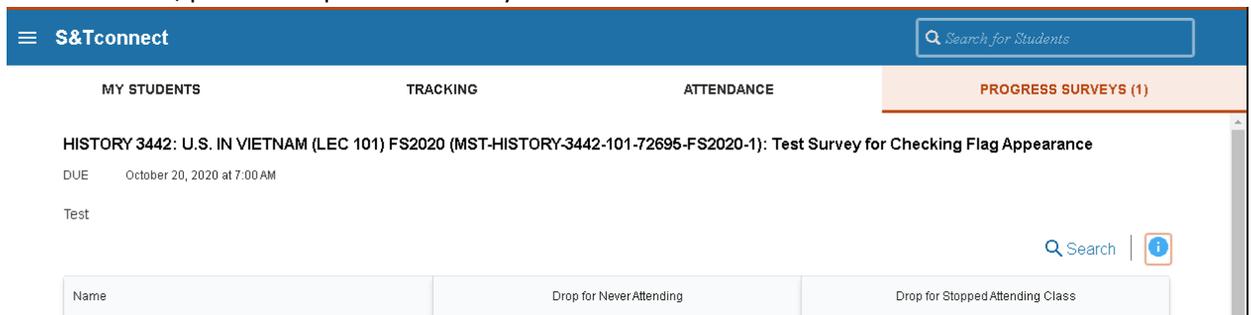
4. For any student that has never attended a class or has never logged into the course, please click on the Drop for Never Attending box. For any student that stopped attending a class or no longer logs in to a class, please click on Drop for Stopped Attending Class box. If all of your students are attending class, please submit the survey with no checkmarks. To access the flag descriptions, click on the small blue icon on the right side of the screen. **We must have completed surveys for each course for federal reporting**.

MY STUDENTS	TRACKING	ATTENDANCE	PROGRESS SURVEYS (2)

CHOOSE SURVEY

HISTORY 3442: U.S. IN VIETNAM (LEC 101) FS2020 (MST-HISTORY-3442-101-72695-FS ▾

HISTORY 3442: U.S. IN VIETNAM (LEC 101) FS2020 (MST-HISTORY-3442-101-72695-FS2020-1): Test Survey for Checking Flag Appearance

SAVED   October 19, 2020 at 4:09 PM

DUE   October 20, 2020 at 7:00 AM

Test

Q Search   ⓘ

Name	Drop for Never Attending	Drop for Stopped Attending Class	
👤	✔	☐	➕

5. If you wish to add additional comments about why the student has been marked or document that you attempted to contact the student, you can click the plus sign next to the checkbox and you can provide additional comments as shown below.

Name	• Student has not logged yet logged into course	Student has not yet attended course	
👤	☐	✔ ➕	⊖

Student has not yet attended course

Student has failed to answer emails.

6. If you make a mistake and need to reset the survey, you can click on the Reset button on the bottom left side of the screen. You will get a warning prior to resetting the survey.

Name	• Student has not logged yet logged into course	Student has not yet attended course	
👤	☐	✔ 🗎	➕
👤	☐	☐	
👤	☐	☐	
👤	☐	☐	
👤	☐	☐	

C RESET   SUBMIT

Are you sure you want to reset this survey?

You will not be able to recover any changes you made to this survey.

CANCEL   RESET

7. When you have completed marking any students as not attending or logging into the course, please check the Submit button in the bottom right-hand corner of the screen as noted in the previous image.

Are you sure you want to submit?

It may take a few hours for these items to appear on the student record. You will not be able to view or edit this survey after you submit it.

SUBMIT

CANCEL   SUBMIT
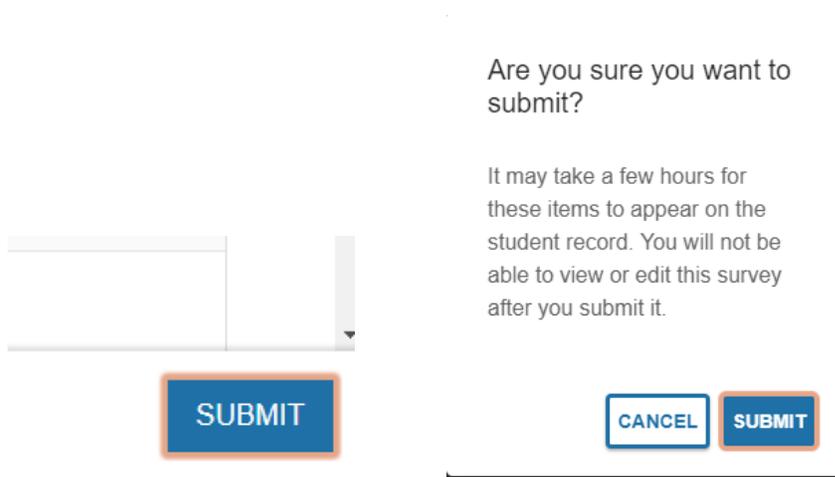
8. If all of your students are attending or logging into the course, do not mark any student and click the submit button, so we know the status of all of your students.

If you have any questions about completing the survey, please contact Evie Sherlock in the Office of the Registrar at esdk3@mst.edu or (573) 341-4224.