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:

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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.

≡	S&Tconnect		Q Search for Students	
	MY STUDENTS TRA	ACKING ATTENDANCE	PROGRESS SURVEYS (1)	
	HISTORY 3442: U.S. IN VIETNAM (LEC 101) FS2020 (MST-HISTORY-3442-101-72695-FS2020-1): Test Survey for Checking Flag Appearance DUE October 20, 2020 at 7:00 AM			
	Test		Q Search	
	Name	Drop for Never Attending	Drop for Stopped Attending 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. <u>We must have completed surveys for each course for federal reporting</u>.

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HIST	ORY 3442: U.S. IN VIETNAM (LE	C 101) FS2020 (MST-HISTOR	RY-3442-101-72695-FS♀			
нізто	RY 3442: U.S. IN VIETNAM (LE	C 101) FS2020 (MST-HISTO	RY-3442-101-72695-FS2020-1): To	est Survey fo	r Checking Flag Appearance	
SAVED	October 19, 2020 at 4:09 PM					
DUE	October 20, 2020 at 7:00 AM					Л
Test						
					Q Searc	ch 📔 🕕
Name			Drop for Never Attending		Drop for Stopped Attending Class	
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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.

		Q search U	
Name	Student has not logged yet logged into course	Student has not yet attended course	Are you cure you want to
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RESEL			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?
Ţ	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	

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 <u>esdk3@mst.edu</u> or (573) 341-4224.