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:

   ![Image of S&T Connect homepage with instructions]

   Or Click on Progress Surveys under Students in your left side menu as pictured below:

   ![Image of Progress Surveys menu]

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.

   ![Image of S&T Connect screen with students]


   **DUE** October 20, 2020 at 7:00AM

   **Text**

<table>
<thead>
<tr>
<th>Name</th>
<th>Drop for Never Attending</th>
<th>Drop for Stopped Attending Class</th>
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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.**

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.

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.
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.

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.