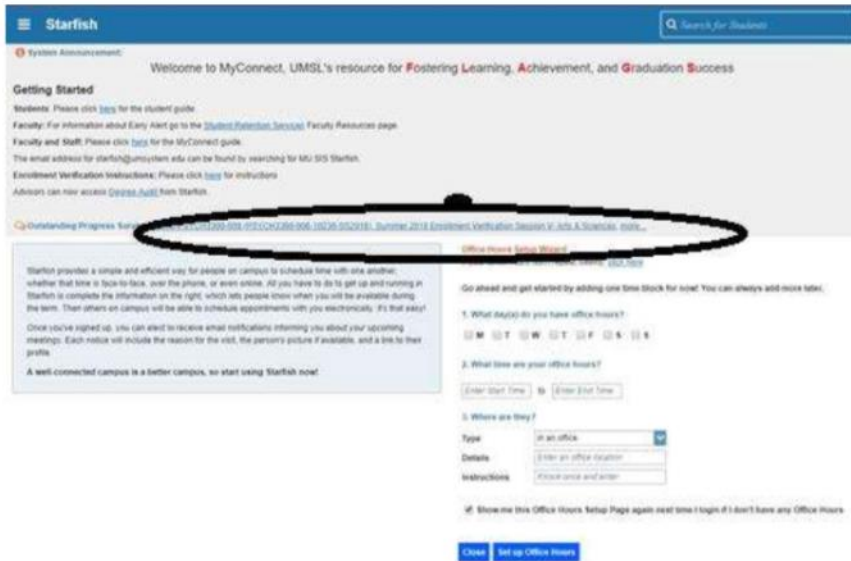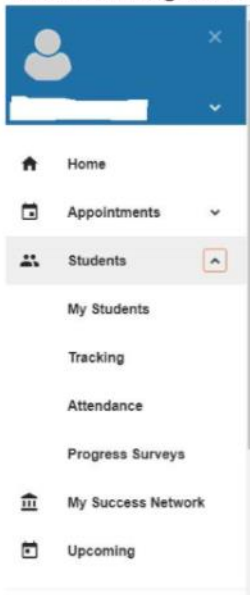# Instructions for Enrollment Verification Survey in S&T Connect

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 not attended a class (for on-campus classes) or has not logged into the course (for distance classes), please click on the box for the appropriate student as shown below. If all of your students are attending class, please submit the survey with no checkmarks. **We need surveys for each class 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.
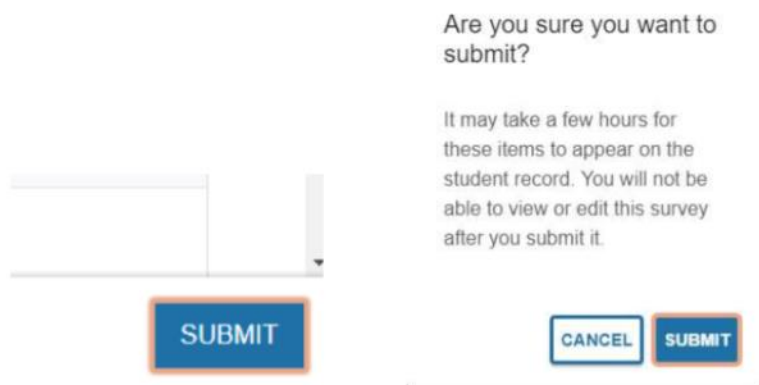

Are you sure you want to reset this survey?

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.

SUBMIT

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.

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 that 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.