Directions on Student Alert Survey

- 1) Log into <u>S&T Connect</u>
- 2) To Find Survey
 - a. On Homepage, click on link next to Outstanding Progress Surveys

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Constanding Progress Surveys: MISCHONORS HONORS SEMINAR (RSD 201) FS2022 (2022FS-MISCHONORS-201-1): FA 2022 Week 5 Student Alert Survey	-

b. OR Click on the three bars

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	Office Hours	zard	CReserve Time	Record Attendance	
c.	Click on Students and Progress Surveys	Wesk	ey Lewis	× ~	
	1. Click on Students	ŧ	Home		
			Appointments	~	
			Students	^	
			My Students		
	2. Click on Progress		Tracking		
	Survey		Attendance	•	
			Progress Surveys		
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3) You will see a screen with all your students currently enrolled. If you have more than one course, please complete the survey for each course.

& Tconnect		Q. Search for Students
MY STUDENTS	TRACKING ATTENDANCE	PROGRESS SURVEYS (1)
MISC HONORS: HONORS SEMINAR (RSD 201) F\$2022 DUE September 21, 2022 at 12:00 AM	(2022FS-MISC-HONORS-201-1): FA 2022 Week 5 Student Alert Survey	
Please complete the Week 5 Student Alert Survey. This survey is in	tended to give you an opportunity to report on students and their current situation (if any) within the courses you are	eaching. We want to keep track of our students well-being as well as their academics this
semester. Due to that, there are several flags to choose from on the	s particular survey. If you have nothing to report on your survey, please click the submit button at the bottom so that v	e are notified that you viewed the survey. Q Search 10
remester. Due to that, there are several flags to choose from on the name	s particular survey. If you have nothing to report on your survey, please click the submit button at the bottom so that v Vitext 5 Student Alent Survey - Student has a grade of C or lover in the course.	e are notified that you viewed the survey. Q. Search 9 View 5 Student Aler Survey - Student stopped attending a course
emester. Due to that, there are several flags to choose from on the flame	a particular survey. If you have nothing to report on your survey, please click the submit bottom at the bottom so that v Vitext 5 Budent Alert Survey - Budent has a post of "C or lower in the cause	ware notified that you viewed the survey: Q Search View S Studer Alert Survey - Studert stopped attending a course
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4) Please check boxes next to students name it they have a **grade of D or lower** which may impact their ability to be successful in the course.

Name		Week 5 Student Alert Survey - Student has a grade of 'C' or lower in the course.
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a. You can also leave a comment to provide more details by clicking the + sign. (Optional)

	Week 5 Student Alert Survey - Student has a grade of 'C' or lower in the course.
6	
	Week 5 Student Alert Survey - Student has a grade of 'C' or lower in the course
	Comment is optional

- 5) If all students on the list have a grade higher than a D, submit with no checkmarks.
- 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 because all entered data will be erased.

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G	RESET			SUBMIT

7) When you have completed marking students for a low grade class please click on the Submit Button on the bottom right corner of the screen.

C RESET		SUBMIT

8) You will get a prompt asking you to confirm you are ready to submit. Click on the submit if you are ready.



9) You will have to repeat these steps for all your courses.

If you have any questions about completing the survey, please contact Undergraduate Education at <u>connect@mst.edu</u>.