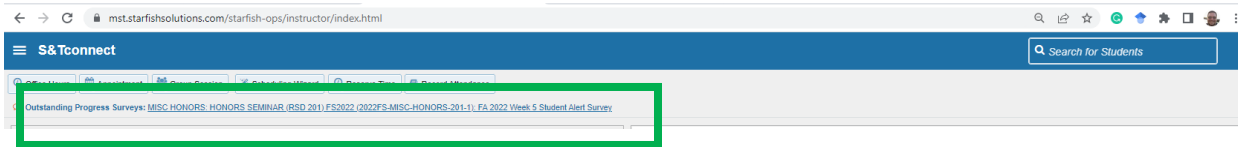
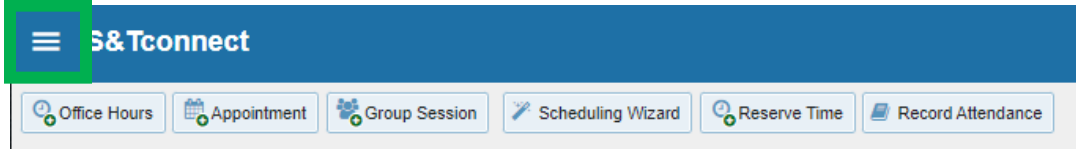


Directions on Student Alert Survey

- 1) Log into [S&T Connect](#)
- 2) To Find Survey
 - a. On Homepage, click on link next to Outstanding Progress Surveys



- b. OR Click on the three bars

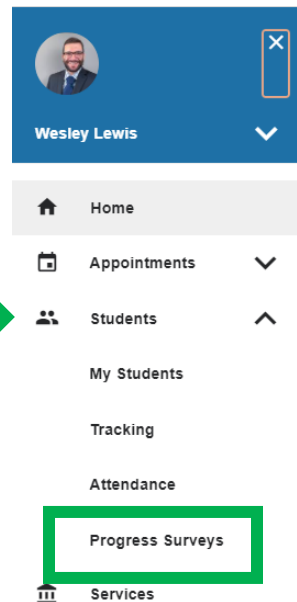


- c. Click on Students and Progress Surveys

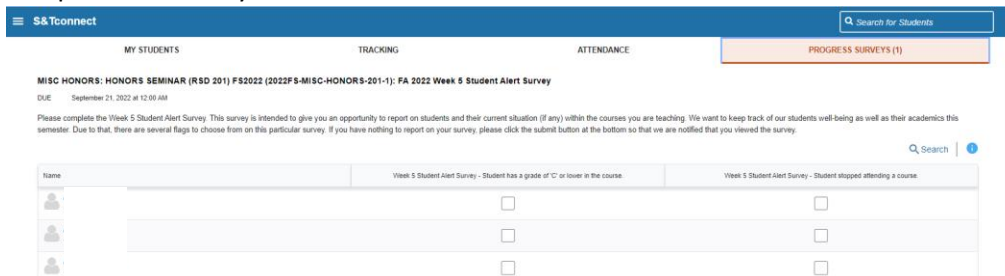
1. Click on Students



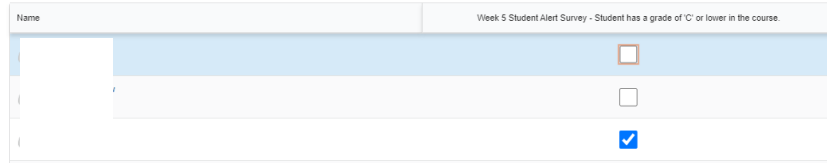
2. Click on Progress Survey



- 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.

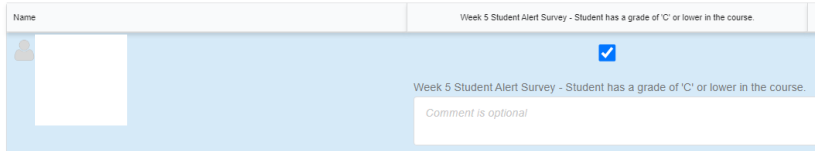


- 4) Please check boxes next to students name if they have a **grade of D or lower** which may impact their ability to be successful in the course.



Name	Week 5 Student Alert Survey - Student has a grade of 'C' or lower in the course.
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>

- a. You can also leave a comment to provide more details by clicking the + sign. (Optional)



Name	Week 5 Student Alert Survey - Student has a grade of 'C' or lower in the course.
	<input checked="" type="checkbox"/> Week 5 Student.Alert Survey - Student has a grade of 'C' or lower in the course. <i>Comment is optional</i>

- 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.



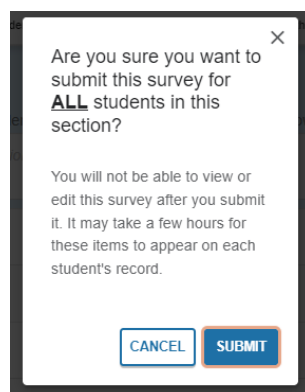
RESET SUBMIT

- 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.



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.



Are you sure you want to submit this survey for **ALL** students in this section?

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

CANCEL SUBMIT

- 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 connect@mst.edu.