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.

Updated Sept. 2022
4) Please check boxes next to students name for the following: (a) has a grade of D or lower and/or (b) has stopped attending class which may impact their ability to be successful in the course.

<table>
<thead>
<tr>
<th>Name</th>
<th>Week 5 Student Alert Survey - Student has a grade of D or lower in the course</th>
<th>Week 5 Student Alert Survey - Student stopped attending class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

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

5) If all students on the list are attending class and 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.

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

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 connect@mst.edu.

Updated Sept. 2022