

# USUCCEED: ATTENDANCE SURVEY

Steps for completing the Attendance Survey.

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## Instructions

1. Faculty will receive notification via email during the first week of class to complete an attendance survey for all of their classes. The email notification will also include instructions on how to complete the survey.

Dear [REDACTED],

As you know, we are utilizing uSucceed to help us make the process of reporting enrollment / attendance confirmation of our students as easy and efficient as possible. Using Enrollment/Attendance Confirmation Progress Survey you will have a quick way to inform us of your students' enrollment in class.

**The Enrollment / Attendance Survey is currently available for the Fall 2016 term. You will need to complete the survey after you have had your second class meeting; however if you have not held your second class meeting please wait till that meeting session has occurred and complete the survey at that point in time.**

To access the Progress Survey for your course(s):

1. Login to jwuLink > uLearn> uSucceed Tab.
2. A link to your Outstanding Surveys will be displayed at the top of your uSucceed homepage.
3. Once you reach the survey grid, simply check the box under the NO SHOW column next to the particular student's name for whom you would like to report progress (No Show). The survey will automatically default indicating that all students have ENTERED CLASS. If all students attended, submit the survey without making any adjustments.
4. Click Submit.

You will receive a confirmation email indicating that the survey was completed and provide you a summary of which students were reported as a no show to the course. Thank you!

Student Academic Services

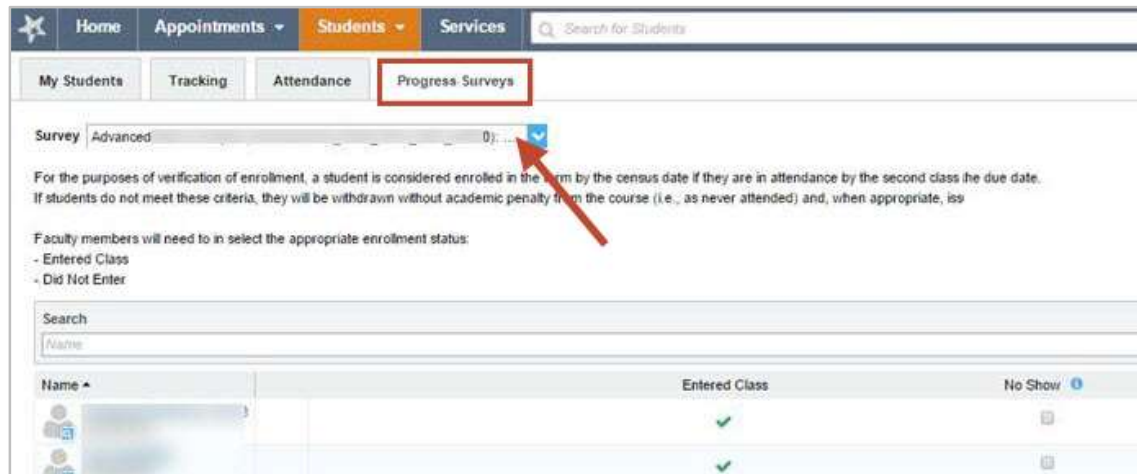
[view surveys](#)

2. In uSucceed, click on the **Students** tab.

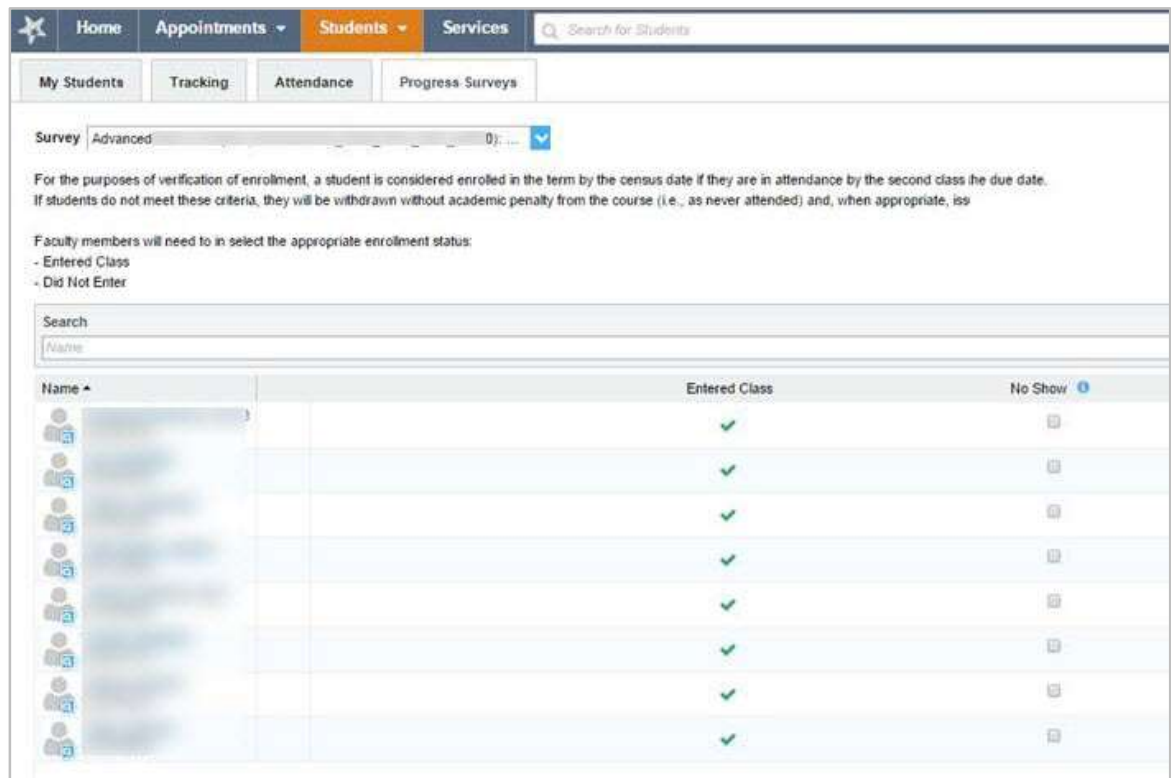


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- Click on the **Progress Surveys** tab. Click on the drop down box to view the **Attendance Survey** for each class. The Attendance Survey needs to be completed for each course every term.



- On the Attendance Survey, check the box in the **No Show** column next to each student's name who did not attend class by the second class meeting. If all students are present, skip to the next step.



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5. Click on the **Submit** button when finished.



**Note:** Be sure to complete the Attendance Survey for each course every term.

6. Faculty will receive an email notification once they have completed the **Attendance Survey** successfully. If there are errors on the Attendance Survey, reply to the email with any corrections.

