

uSucceed: Attendance Surveys

Follow the steps listed for completing attendance surveys.

Instructions

1. Faculty will receive notification via email around 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.

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 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 appropriate box from the category listed:
 - o Entered Class/Participated: student was present in class; the survey will automatically default to this selection
 - o No Show: student was not in attendance by the second class meeting or, for online courses, by completing the first stated assignment or activity by the due date
4. Click Submit

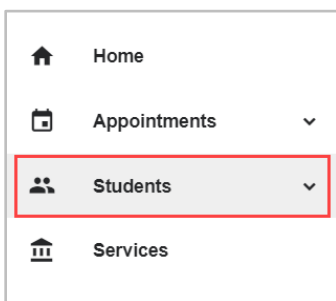
You will receive a confirmation email indicating that the survey was completed and provide you a summary of which students were reported as a no show to the course. Thank you!

Student Academic Services

2. Navigate to uSucceed (via ulearn or jwuLink).
3. Click on the **Starfish Menu**

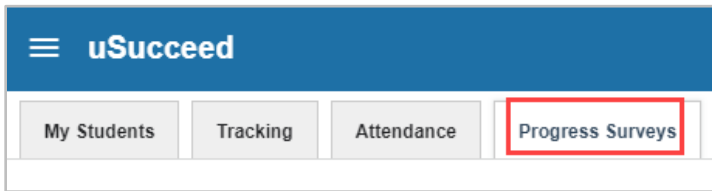


4. Click on the **Students** button.

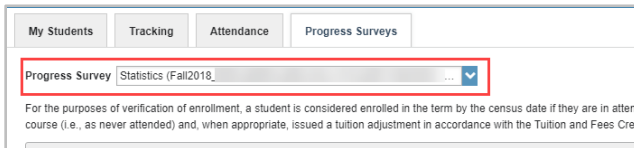


5. On the **Progress Surveys** tab in the **Students** section.

uSucceed: Attendance Surveys

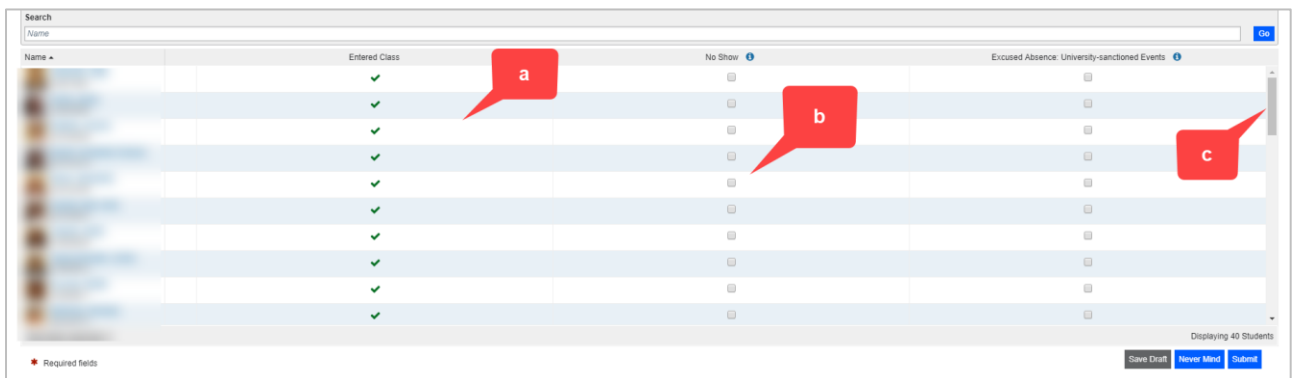


6. Select your course from the drop-down menu.



7. In the list of students area, go through and checkmark the corresponding box to each students' attendance.

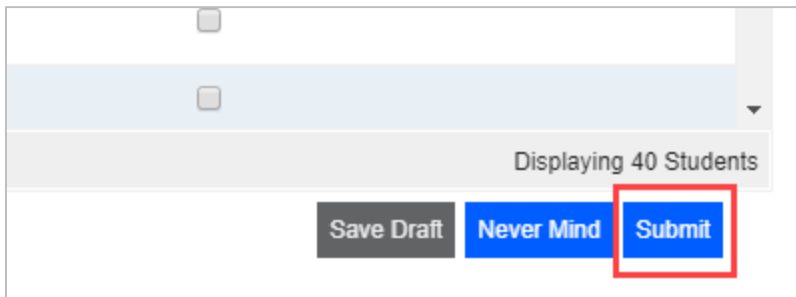
- a. Entered Class
- b. No Show
- c. Scroll all the way down to the bottom



Note: Do you have questions about Excused Absences? Please contact Student Academic and Financial Services (SAFS) at your campus.

uSucceed: Attendance Surveys

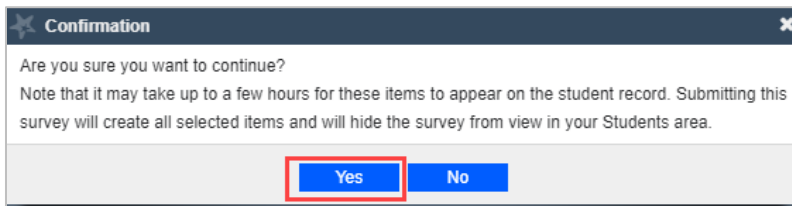
- Click **Submit** in the bottom right of the page.



Displaying 40 Students

Save Draft Never Mind **Submit**

- Click **Yes** in the pop-up box to confirm your submission.



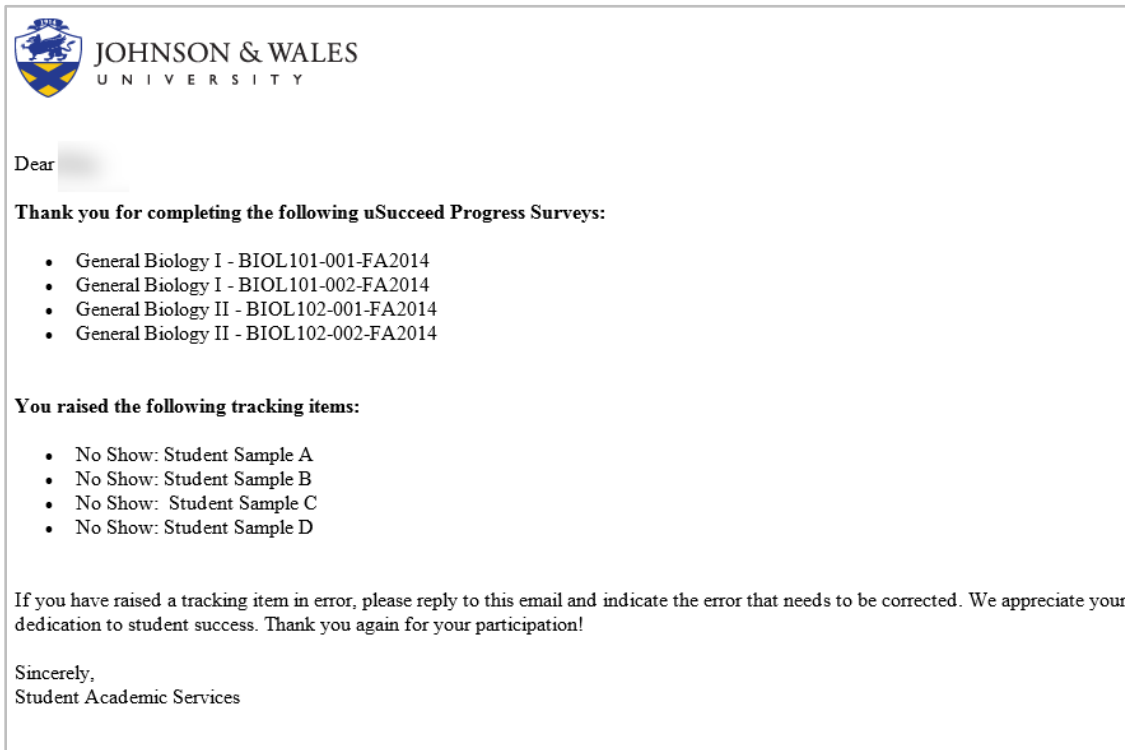
Confirmation


Are you sure you want to continue?

Note that it may take up to a few hours for these items to appear on the student record. Submitting this survey will create all selected items and will hide the survey from view in your Students area.

Yes No

- Faculty will receive an email notification once they have completed the Attendance Survey successfully.



 **JOHNSON & WALES**
UNIVERSITY

Dear [Redacted]

Thank you for completing the following uSucceed Progress Surveys:

- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014

You raised the following tracking items:

- No Show: Student Sample A
- No Show: Student Sample B
- No Show: Student Sample C
- No Show: Student Sample D

If you have raised a tracking item in error, please reply to this email and indicate the error that needs to be corrected. We appreciate your dedication to student success. Thank you again for your participation!

Sincerely,
Student Academic Services