uSucceed: Progress Surveys

Follow the steps listed for completing the week 3 and week 5 progress surveys.

Instructions

1. Faculty will receive notification via email around the **third and fifth week** of class to complete a **progress survey for all of their classes**. The email notification will also include instructions on how to complete the survey.

   Your academic progress survey is now available via uSucceed. Please keep the following in mind:
   - Students will receive an email announcement from uSucceed@jwu.edu indicating that a flag has been raised.
   - Comments provided by faculty can be viewed by the students and other university employees in uSucceed and should be kept professional and objective.
   - You can use the SAVE DRAFT feature to save the information and return to the survey at a later time.
   - Once you click submit, the survey will no longer be accessible. However, you always have the option to miss tracking items on individual student records.

   You need to complete a survey for the following course:

   To access your survey please follow the steps outlined below:
   Login to jwuLink > alumni > uSucceed tab. Login to jwlLink > alumni > uSucceed tab.
   - Login to jwlLink > alumni > uSucceed tab.
   - A link to your Outstanding Surveys will be displayed at the top of your uSucceed homepage or you can access on the student tab under the progress survey tab. If you are teaching multiple sections, you can select the course that you would like to complete through the drop down menu.
   - Once you reach the survey grid, you will have the opportunity to select flags (comments required), leads or referrals for students. Simply check the box next to the particular student's name for whom you would like to report progress. Please remember that your comments can be viewed by the student and other university employees in uSucceed and should be kept professional and objective.

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

7. Once the **Progress Survey** for a course is displayed, check a box next to a student’s name to raise a flag or give a kudos for that student. Examples of flags/kudos for faculty to raise are:
   
   a. Academic Concern
   
   b. Attendance Concern
   
   c. Keep up the Good Work Kudos
   
   d. Showing Academic Improvement Kudos
   
   e. Tutoring Referral
   
   f. In Danger of Failing (Week 5 ONLY)

*Week 3 Progress Survey*
8. If checking off any kudos or flags for a student, you must leave a comment in the comment box.

9. When finished, click **Submit** in the bottom right of the page.

10. Click **Yes** in the pop-up box to confirm your submission.
11. Faculty will receive an email notification once they have completed the Attendance Survey successfully.

Dear [Name],

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:

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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