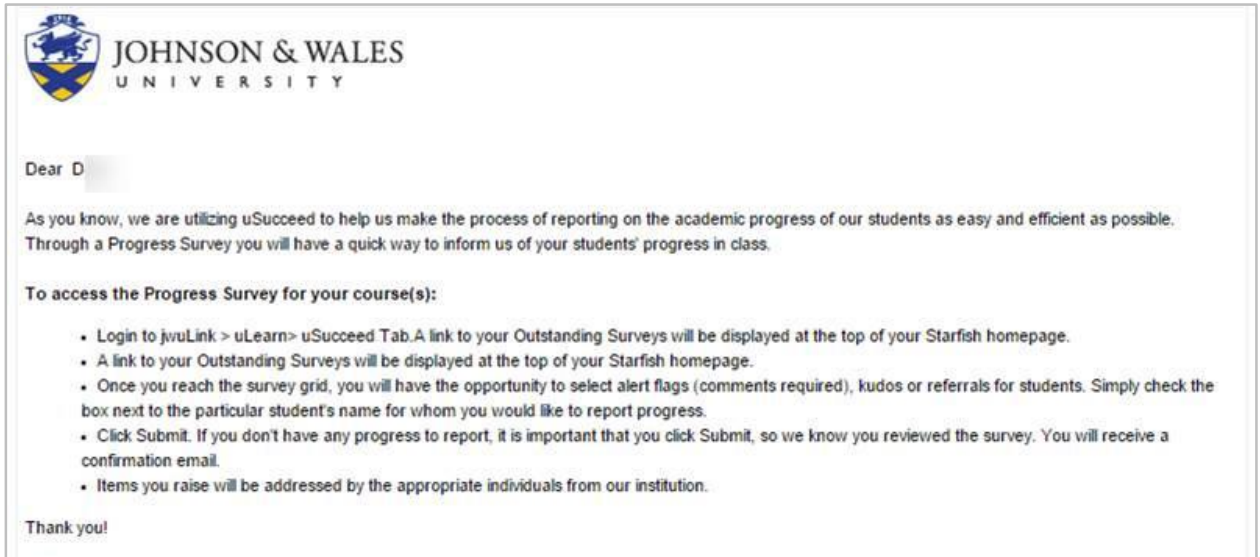


How to Complete the Progress Surveys

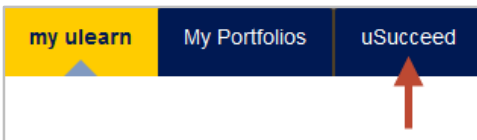
Instructions

Follow the steps listed for completing the Progress Surveys.

1. Faculty will receive notification via email during the 3rd and 5th weeks 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.



2. Log into uSucceed



3. At the top of the uSucceed homepage, there will be a link to **Progress Surveys**. Click on the link to complete the **Progress Survey** from the drop down list. A Progress Survey for Week 3 and Week 5 will need to be completed for each course every term.



How to Complete the Progress Surveys

4. 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)

The screenshot shows the 'Week 3 Progress Survey' interface. The top navigation bar includes 'Home', 'Appointments', 'Students', and 'Services'. The 'Students' tab is active, and the 'Progress Surveys' sub-tab is selected. The survey title is 'Week 3 Progress Survey'. Below the title, there are instructions: 'Week 3 Progress Survey: provides JWU the opportunity to follow-up with students that are having academic challenges, provide positive comments feedback to students being academically successful and provide recommendations for referrals to support services at JWU.' There are sections for 'Alert Flags' (Attendance Concerns, Academic Concern), 'Kudos' (Keep Up the Great Work, Showing Academic Improvement), and 'Referrals' (Tutoring). A search bar is present above a table with columns: Name, No Feedback, Academic Concern, Attendance Concern, Keep Up the Good Work, Showing Academic Improvement, and Tutoring Referral. The table contains several rows of student data with checkboxes for each category.

Week 3 Progress Survey

The screenshot shows the 'Week 5 Progress Survey' interface. The top navigation bar is the same as in the Week 3 survey. The survey title is 'Week 5 Progress Survey'. Below the title, there are instructions: 'Week 5 Progress Survey: provides JWU with the opportunity to follow-up with students that are having academic challenges, provide positive comments feedback to students about being academically successful and provide recommendations for referrals to support services at JWU.' There are sections for 'Alert Flags' (Attendance Concerns, Academic Concern, In Danger of Failing), 'Kudos' (Keep Up the Great Work, Showing Academic Improvement), and 'Referrals' (Tutoring). A search bar is present above a table with columns: Name, No Feedback, Academic Concern, Attendance Concern, In Danger of Failing, Keep Up the Good Work, Showing Academic Improvement, and Tutoring Referral. The table contains several rows of student data with checkboxes for each category.

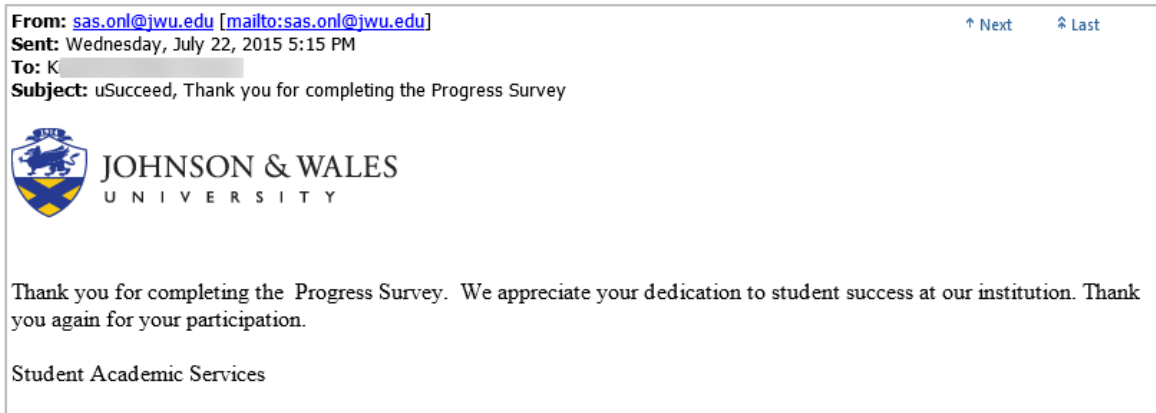
Week 5 Progress Survey

How to Complete the Progress Surveys

5. Click the **Submit** button when finished. Be sure to complete the **Progress Survey** for each course every term.



6. Faculty will receive an email notification once they have completed the Progress Survey successfully.



Note: For more information on types of flags and how they play an important role in the success of a student, please see the **Flags and Kudos Quick Reference Guide** or contact SAFS for more information.