

# Progress Survey Schedule Spring 2021



## All Courses - Enrollment Verification

Survey	Open	Close	Tracking Items Included	
			Flags/Referrals	
<b>Enrollment Verification Survey</b> A – 1/27 – 1/29 B – 2/24 – 2/26 C – 3/24 – 3/26 D – 4/21 – 4/23	Open 8am 1 <sup>st</sup> Wednesday	Close 1st Friday 11:59 pm	<ul style="list-style-type: none"> <li>▪ Never Attended Class</li> </ul>	

## Single Block Courses - A, B, C, D courses

Survey	Open	Close	Tracking Items Included	
			High Fives	Flags/Referrals
<b>Mid-Course Survey</b> A – 2/6 – 2/8 B – 3/6 – 3/8 C – 4/2 – 4/5 D – 4/30 – 5/3	Open at Noon 2 <sup>nd</sup> Friday at Noon	Close 3rd Monday at Noon	<ul style="list-style-type: none"> <li>▪ Keep Up The Good Work</li> <li>▪ Showing Improvement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attendance Concern</li> <li>▪ General Academic Concern</li> <li>▪ In Danger of Failing</li> <li>▪ Withdrawal from Course Recommended</li> </ul>

## Two Block Courses - AB, BC, CD courses

Survey	Open	Close	Tracking Items Included	
			High Fives	Flags/Referrals
Week 5: Mid-Course Survey AB – 2/19 – 2/22 BC – 3/19 – 3/22 CD* – 4/16 – 4/20	Open at Noon 4th Friday*	Close 5th Monday at Noon	<ul style="list-style-type: none"> <li>▪ Keep Up The Good Work</li> <li>▪ Showing Improvement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attendance Concern</li> <li>▪ General Academic Concern</li> <li>▪ In Danger of Failing</li> <li>▪ Withdrawal from Course Recommended</li> </ul>

## All Courses ending in Blocks A, B, & C End of Course Grade Report

Survey	Open	Close	Tracking Items Included	
			High Fives	Flags/Referrals
<b>End of Course Grading Report</b> A – 2/19 – 2/26 B – 3/19 – 3/26 C – 4/20 – 4/27 D – NA end of term*	Opens concludes at Noon	Closes one week later at Noon		End of Course Grade <ul style="list-style-type: none"> <li>▪ A</li> <li>▪ AB</li> <li>▪ B</li> <li>▪ BC</li> <li>▪ C</li> <li>▪ CD</li> <li>▪ D</li> <li>▪ F</li> <li>▪ I</li> <li>▪ S</li> <li>▪ U</li> </ul>

\*There will be no end of course grade report for classes ending in D block as grades will be submitted to Banner at end of term.

## General Progress Survey Information and Reminders:

- ❖ “No Feedback” is the default response for each student even though no column for that option will display. If you do not have comments or concerns for a student, then you can simply skip over that student.

- ❖ “High Fives” can be given to a student if you have seen improvement or want to recognize exceptional performance.
- ❖ In the “Progress Surveys”, feedback options have been narrowed to those usually pertinent to that time in the term, but all alerts, referrals and high fives are always available to raise manually within the HIVE at any time during the term.
- ❖ To review how each Alert is structured, who sees it, and what the message template is for an alert review [Alert Details \(flags/referrals/high fives\): Work flow and Communications](#) available [here](#).
- ❖ Independent Study, AP, Zero Credit course are not included in progress surveys
- ❖ Progress surveys save as you go. Do not click submit until you have completed feedback for that survey/section.
- ❖ When you have finished giving the appropriate feedback for all the students in your class, you must hit the submit button to save your responses. You must hit submit to complete the survey even if you do not have feedback for any students in a section.
- ❖ Faculty who are listed in Banner with any % of responsibility for a course will receive a survey. If you are team teaching, consult with your teaching partner. We ask that one of you please complete the survey(s), the other may simply submit the survey(s) without selecting any flags to mark them as complete.