

**Enrollment Verification Survey-** If a student on your roster has not arrived for the term, please raise a Never Attended Flag for the student. Those who do not arrive for classes may be administratively withdrawn as of the 10th day. If the student starts attending class after you have raised the flag, please go to The HIVE and clear the alert.

Survey	Tracking Items Included	
	Flags/Referrals	
January 12 (at 4pm) to January 18 (Noon)	<ul style="list-style-type: none"> <li>▪ Has Attended</li> <li>▪ Never Attended</li> </ul>	

**Student Progress Update I** – Sent out in advance of the drop deadline.

Survey Period	Tracking Items Included	
	High Fives	Flags/Referrals
January 26 (8am) to February 2 (11 pm)	<ul style="list-style-type: none"> <li>▪ Keep Up The Good Work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attendance Concern</li> <li>▪ General Academic Concern</li> </ul>

**Student Progress Update II** – Sent in advance of the Withdrawal deadline.

Survey	Tracking Items Included	
	High Fives	Flags/Referrals
March 25 <sup>th</sup> (8am) to April 1 <sup>st</sup> (11 pm)	<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>▪ In Danger of Failing</li> <li>▪ Withdrawal from Course Recommended</li> </ul>

**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 “Progress Surveys”, feedback options are limited to those which are pertinent to that point in the term, however all alerts, referrals, and high fives are always available to raise manually within the HIVE at any time during the term.
- ❖ If students address concerns you raise using flags in the HIVE, please log in and clear flags, please include comments regarding the outcome for the student.
- ❖ 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, Mod Courses, and Zero Credit course are not included in progress surveys. Please raise any concerns and/or give hive fives manually outside the survey process as appropriate.
- ❖ 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 complete the survey process. You must hit submit to complete and close the survey (and stop reminder messages). Please submit 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.

Need help? Contact the Student Success System Administrator, Mary Beth Thompson at ext. 5183 or [mbthompson@csbsju.edu](mailto:mbthompson@csbsju.edu)