

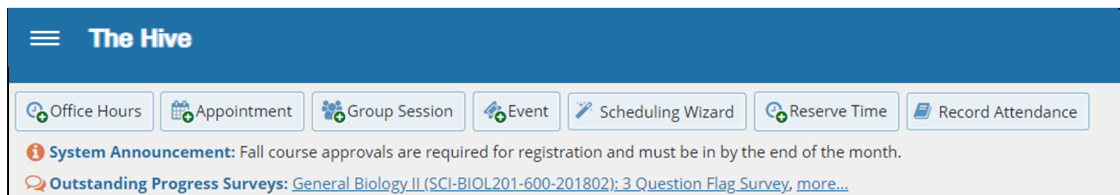
# Respond to a Progress Survey for students in your courses



Progress Surveys enable instructors to provide feedback for several students at once at key points in the term. Each survey can be a collection of tracking items (Flags, High Fives, To-Do's, and Referrals) that are predetermined from which instructors can select and comment on for students in each of their course sections.

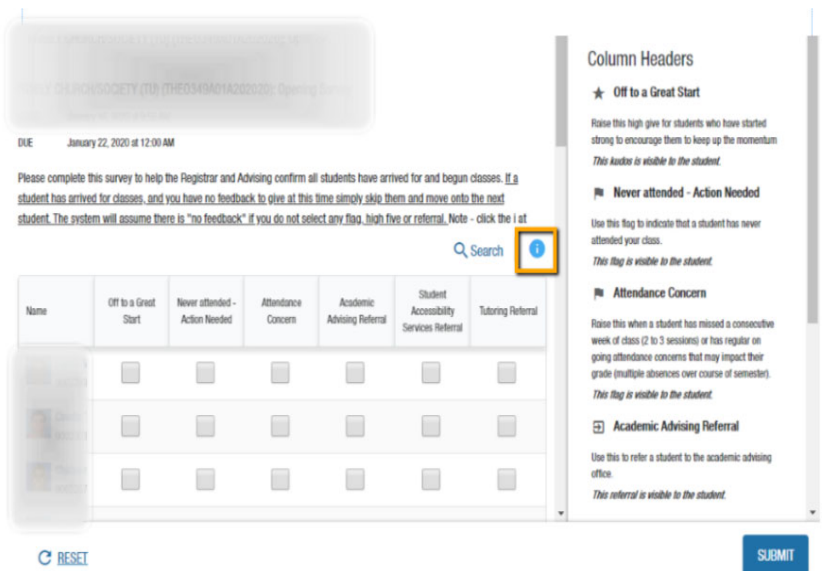
You will receive an email message alerting you when there is a new survey for you to complete. Each individual survey presents a student roster for one course section on whom you can raise alerts (high fives, to dos, flags).

1. Select the progress survey link on your **Home** page to go the **Progress Surveys** tab. (only visible when you have active surveys).



2. The selected survey opens, listing your students on the left, and items you may raise across the top.
3. Check the box for each desired item/ student combination.

- Raise alerts for students who need feedback via flags or alerts or would benefit from a referral to services. For those who need no action simply skip them and move to the next person. The system will assume there is "no feedback" if you do not select any flag, high five or referral.
- If you select an alert to raise, a comments icon (+) will appear. Click the comments icon (+) to open a text box to add your feedback and comments.
- Click the information icon (i) to view the description of the alerts and if they are viewable by students, including your comments.



4. The system will save your answers as you go. Click the **Submit** button **only** when you are finished providing feedback for a course or section.

## Notes:

- You may be asked to submit more than one course survey if more than one of your courses has been included in the survey plan for your institution. They will be listed in the drop-down menu on the Progress Surveys tab.
- Please note the student will get a message regarding any alerts raised see the collection of message templates is available at <https://www.csbsju.edu/the-hive/faculty> under other resources.