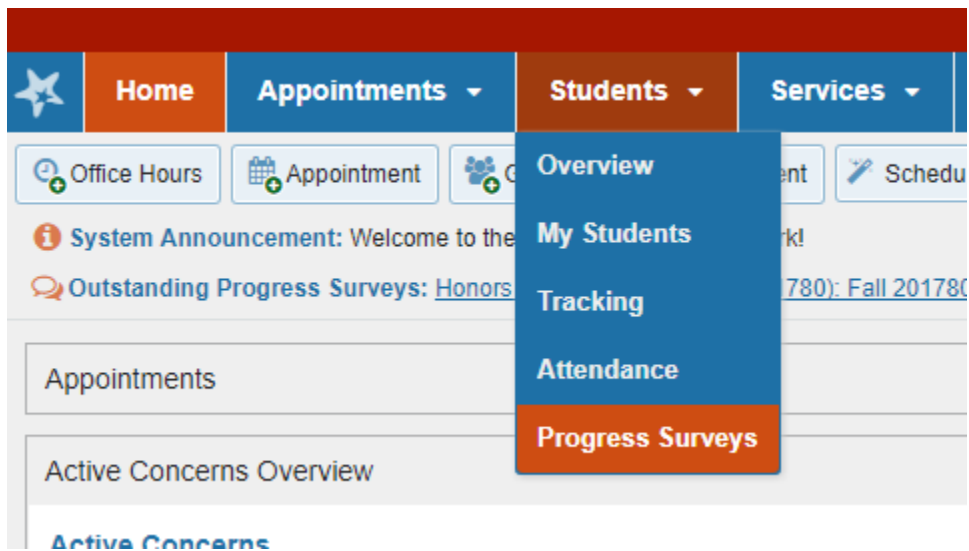


How to: Respond to a Progress Survey for Students in Your Courses

To complete the survey:

1. Log in to the Student Success Network
2. Click on the dropdown on the Students tab at the top of the page.



3. Choose Progress Surveys and begin your first survey. Your students will be listed on the left and items you can raise will be across the top.
4. Please indicate students for whom you have **concerns about attendance, low participation, missing/late/incomplete assignments, or low quiz/test scores**. Your comments for these WILL NOT be forwarded to the student. Also, you can send students a **“Keep Up the Good Work” kudo** that may include comments to be shared with the student through this survey.
5. Click SUBMIT when you are finished with that class. You will be asked to confirm that you want to continue. Click Yes. If you don't have feedback to give on the students in this class, simply click SUBMIT and then Yes.
6. Repeat steps 4-5 for each course section. SSN will automatically present your next course roster until all sections have been submitted.

You will receive a confirmation email when your submissions have been received.