

PROGRESS SURVEY OVERVIEW

Progress surveys keep track of student academic progress in a course throughout the semester. This opportunity allows instructors to acknowledge students who are succeeding in a course and report on students who may be struggling. Once an instructor completes a Progress Survey, the University can proactively intervene through outreach from Success Coaches, Academic Advisors, Honors and Student Athlete Support Services (SASS).

PROGRESS SURVEY DETAILS

- If teaching multiple course sections (undergraduate), there will be multiple Progress Surveys to complete.
- Every instructor tied to a course (Teaching Assistants or Secondary Instructors) will have access to complete a survey, but only one survey should be completed per course section. Communicate with each other to determine who will complete the survey.
- **Do NOT select both a kudos and a flag**
- **TRACKING ITEM COMMENTS:** Comments are viewable by students, advisors, student athlete support services staff and success coaches. Direct the narrative to the student with constructive, appropriate, descriptive and professional feedback.
- If the Tracking Items (Flags or Kudos) do NOT apply to students in your course section, please click **SUBMIT**. This will notify us that you reviewed your course section for student concerns and ensure that faculty participation rate is as accurate as possible.
- **CLICK "SAVE DRAFT" FREQUENTLY** while completing a Progress Survey to ensure your work is not lost. If you save the survey as a draft and the progress survey closes prior to you clicking submit, all of your work will be lost and the alerts will not send to the student.
- Once submitted, the survey **cannot** be re-opened.

CLOSING THE LOOP

