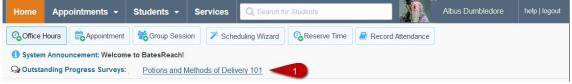
## Respond to a Progress Survey for Students in your Courses

You will receive an email reminder 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 flags.

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



The selected survey opens, listing your students on the left, and items you may raise across the top.

- 2. Check the box for each desired item / student combination.
  - a. In this example you have five criteria, or Flags, as part of the survey.
  - b. If you have no concerns about a student, there is no need to check anything.
    - i. The default response will be "No Concerns".
    - ii. Each box that is selected will result in a Flag being raised for that particular student.

Ay Students	Tracking	Attendance Progres	s Surveys			
	s and Methods of	Delivery 101 ecting which flags will be raised	ner student. Please note that	the student anademic advisor		Never Mind Submit
oncerns raised in F	Progress Survey	s with one exception, "Student C anger of failing a course and for a	Concerns - No Student Notifica			
Search Name		2	2	2	2	2 Go
	o Concerns	Attendance / Participation Concern	Low Quiz/Test Scores	In Danger of Failing / Low Class Average	Personal / Non-academic Concern 3	Student Concern - No Student Notification
Hermine Granger	*					
George Weasley	~					
Ron Weasley	~					
Ginny Weasley	~					
Harry Potter	~					
Severus Snape	*					
Draco Malfoy	~					

BatesReach Training Materials Available Online: Click on or Copy and Paste the following link

- 3. Once you check a box for a student, as is the case for Hermione below, a box opens up for adding comments related to that concern.
  - a. Adding comments is required.

Home Ap	pointments -	Students -	Services Q Search	for Students		Nbus Dumbledore ᠇ help
My Students	Tracking	Attendance	Progress Surveys			
urvey Potion	ns and Methods of De	alivery 101		1	Save Draft	Never Mind Submit
oncerns raised in	Progress Surveys	with one exception, "S		Notification". Student Suppo	c advisors, and coaches (if app t Advisors will receive copies a	
Search						
Name	No Concerns	Attendance / Parti Concern	cipation Low Quiz/Test Score	es () In Danger of Failing Class Average		emic Student Concern - No Student Notification
Hermine Granger						
		3 * Atte	endance / Participation Conc		sses this semester and has	
	~	10			12	
	~	10	12		10	10
	~					
	~	10	10	10	10	
	~	-	0		1	

4. Click the information icon (1) associated with an item to verify whether or not the student can view the flag and related

comments.
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 A popup window will appear explaining the purpose of the flag, who receives a notification

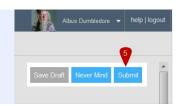
4 Partici	pation	Low Quiz/Test Scores	In Danger of Failing / Low Class Average	Personal / Non-academic Concern	Student Concern - No Student Notification
Atten	regi flag aca stud resp clea	Raise this flag when a student is not attending class equilarly or is not actively participating. Raising this ag will send a notification to the student, their icademic advisor, and coach, if applicable. The tudent's academic advisor and course instructor are esponsible for reaching out to the student and learing this flag. This flag is visible to the student			

regarding the flag and who is responsible for taking action to resolve the raised flag.

5. Click the **Submit** button *only* when you are finished providing feedback. The items you selected will be raised on your students when you submit the survey.

## Important

Once you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you aren't ready to submit your survey.



## 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.