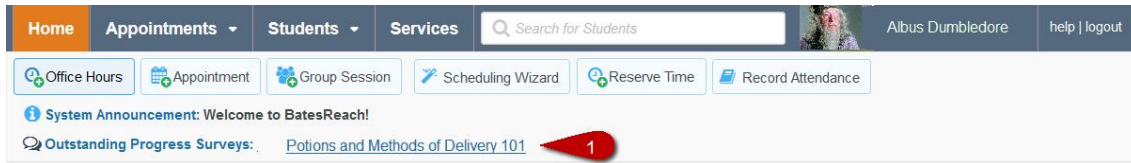


Respond to a Progress Survey for Students in your Courses

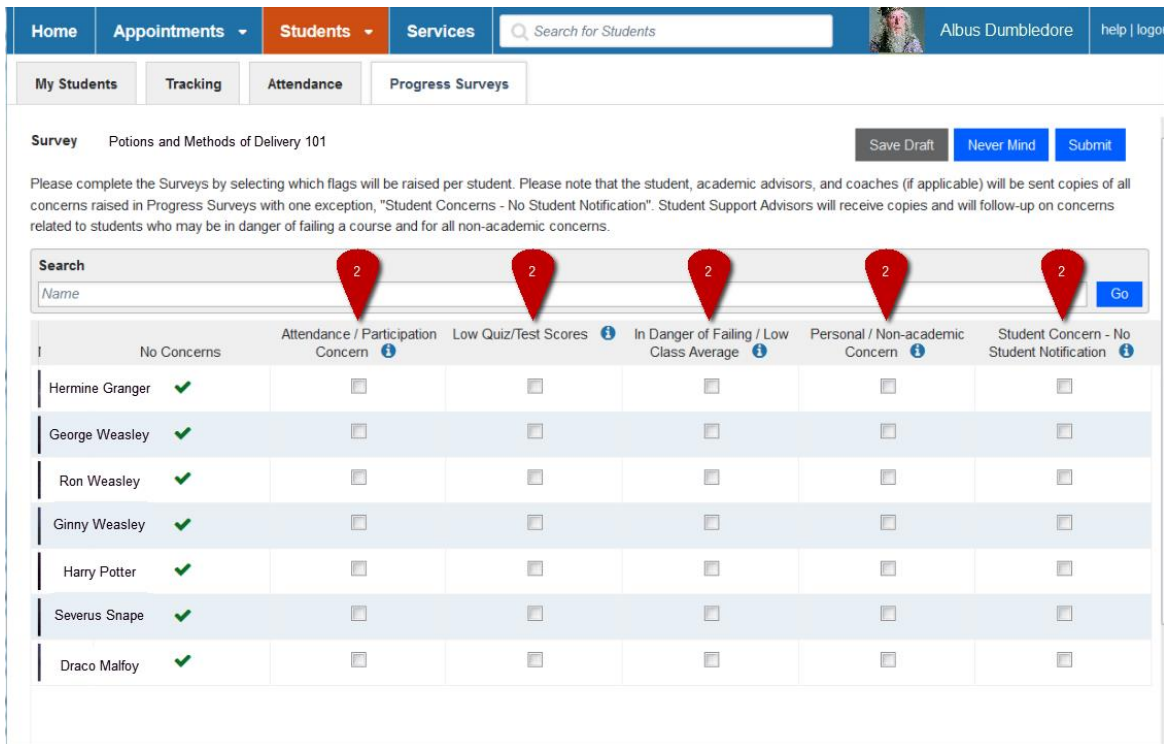
You will receive an email reminder when there is a new survey for you to complete. Each individual survey presents a student roster for one course section on whom you can raise flags.

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



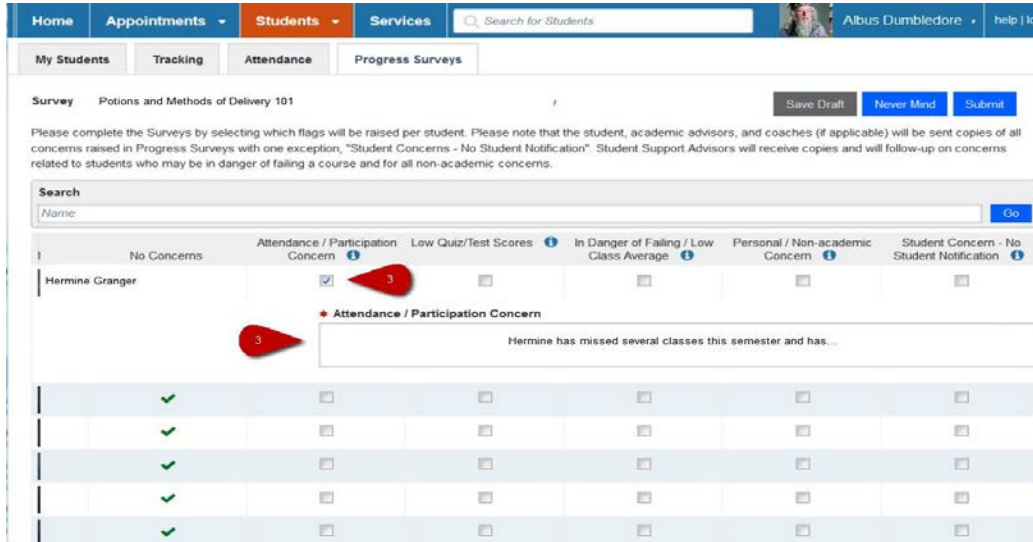
The selected survey opens, listing your students on the left, and items you may raise across the top.

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.



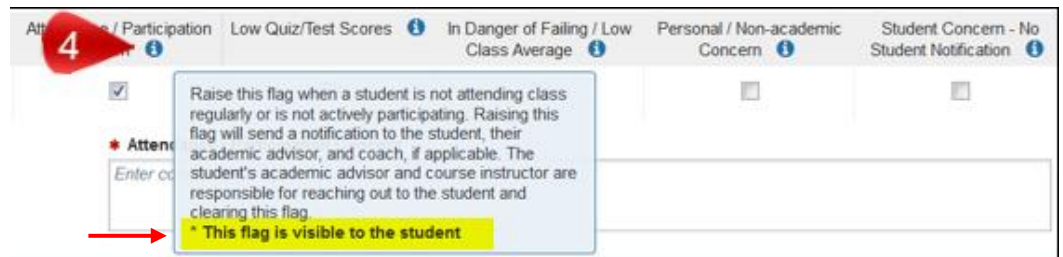
- Once you check a box for a student, as is the case for Hermione below, a box opens up for adding comments related to that concern.

- Adding comments is required.



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

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

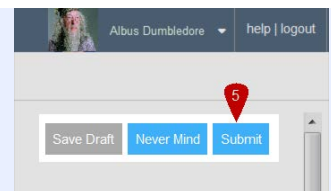


regarding the flag and who is responsible for taking action to resolve the raised flag.

- 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.