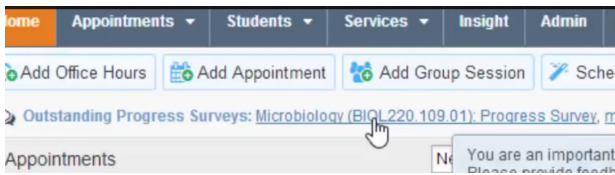
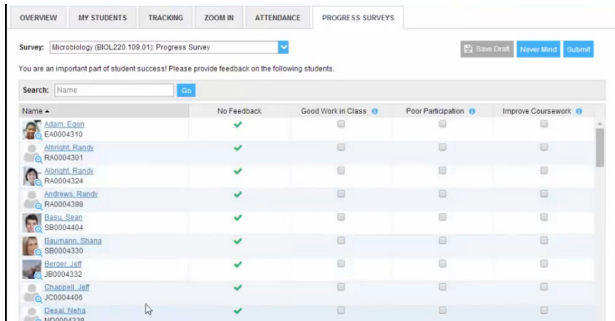


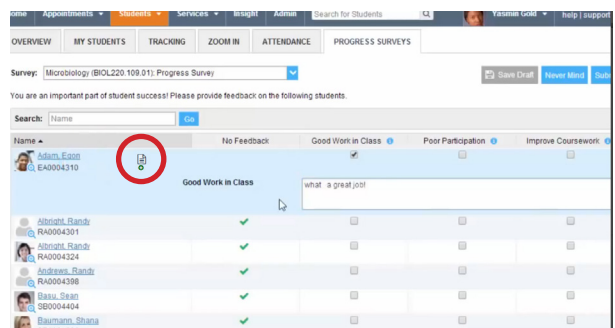
From time to time instructors may be asked to report on the progress of their students by submitting a progress survey. This is very easy to do and provides feedback on a whole section of students at once.



Go to your home page, near the top of your home page you'll find a link to any outstanding surveys that you have been asked to complete, click that link to reach the survey.



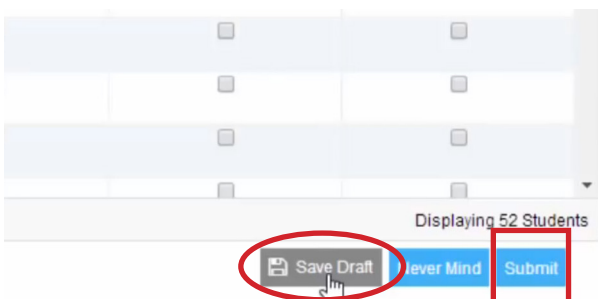
Here your students are presented on the left and each flag or tracking item that you are being asked to comment on is presented to the right.



Select the checkbox associated with any student and tracking item to raise that item for that student. You can also include comments related to an item by clicking the paper icon (circle) that displays next to the student's name after you check a box. If comments are required, a blank comment box will automatically pop up after the box has been checked.



If you need to check on a student's folder before checking any boxes, you can simply click on the students name to view their profile.



If you've responded to some of the survey but need to finish it later, you can click the "save draft" button (circle). This allows you to come back and revise your selections before submitting the survey. Once you hit submit (square), your survey is complete and the appropriate people will be notified about the flags that were raised.

