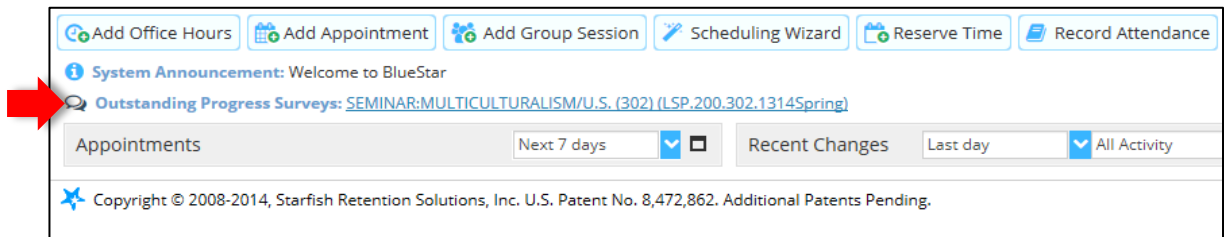## Respond to Progress Surveys for Students in Your Courses

Twice a quarter, you will receive a "Progress Survey" prompting you to review your entire roster and raise flags and/or kudos for students who need them.

- **Beginning of the quarter:** This survey will ask you to verify that each of your students has begun attending the class, whether online or face-to-face. This survey replaces the Attendance Verification Process and enables us to comply with federal financial aid regulations.
- **Mid-way through the quarter:** This survey replaces the Academic Progress Report and asks you to raise flags and/or kudos for any student that you believe needs extra attention.

You will receive an email reminder when there is a new survey for you to complete. Each individual survey presents you the roster of students for one course. (Note: You will get a survey for each course that you teach. They will be listed in the drop-down menu on the Progress Surveys tab.)

1. **Select the link to a Progress Survey** from your BlueStar Dashboard (or select Students from the top navigation, then click the Progress Survey tab).

2. The Progress Survey will open, listing your student roster for the course, and specific flags for you to consider raising or the option to give kudos to provide positive feedback.
    - **Check the appropriate boxes** to raise flags or give kudos for students in your course.
    - **The "No Feedback" box has been preselected for you as most students may not require any action.**

3. Some flags raised through the survey may require comments. In these cases, a required comment box will be created and will need to be completed before the survey is considered complete.

No Feedback	Attendance Concern ⓘ	Low Grades ⓘ	Good Work! ⓘ
✔	☐	☐	☐
✔	☐	☐	☐
✔	☐	☐	☐
	☑	☐	☐
★ **Attendance Concern**	Enter comments here		

4. **Submit your feedback before the survey closes.** (Note: Once you have submitted the survey you are not able to edit it.) You also have the options to save a draft or delete your answers and start over.
   - After you begin a survey, you are able to save your work and finish at a later time. You can save a draft by clicking on **Save Draft** button.
   - If you would like to start the survey all over again, you can select the **Never Mind** button.

💾 Save Draft   Never Mind   Submit