

RAIDER SUCCESS HUB PROGRESS SURVEYS

Progress Surveys for Instructors

Progress Surveys create Alerts that can be used in Raider Success Hub to identify and track student support needs.

For more information about Progress Surveys, see the Progress Surveys for Instructors module at texastech.my.trailhead.com.

Responding to Progress Surveys

Learning Objectives:

After completing this unit, you will be able to:

- Understand Progress Surveys.
- Respond to Progress Surveys.

Overview

Progress Surveys are email reminders sent to Instructors of Record during key points of the semester, encouraging them to provide feedback on the progress of their students. Alerts, like the ones created by Progress Surveys, send notifications to students' Success Specialists who will conduct outreach, if necessary.

Quick Guide: Creating Alerts for Progress Surveys

Instructors are notified via email when surveys require their input, and links to available surveys are presented to the instructors in the body of the email. Here is a sample email notification:



PROGRESS SURVEYS AVAILABLE

Progress Surveys in Raider Success Hub (RSH) offer a valuable opportunity for instructors to provide timely feedback on student performance at critical points in the semester.

As we approach the last day for students to initiate a course drop with academic penalty on Nov. 18, we encourage you to complete the third and final Progress Survey of the semester. Through it, you can:

- Raise alerts for students who may not be on track to pass.
- · Enable Student Success Specialists to reach out with guidance.
- Connect students to resources or discuss course drop options.
- · Support students as they navigate the remainder of the semester.

Your insights will help students make well-informed decisions as they navigate the remainder of the semester.

COMPLETE PROGRESS SURVEY

NEED ACCESS TO RAIDER SUCCESS HUB?

RSH offers a variety of tools to help instructors engage and support students. By leveraging features like Progress Surveys, Alerts, Office Hours and Appointment Management, you can make connections and refer students at the exact moment they need it.

To request access to RSH or RR360, please submit a 'System Access' ticket in our RSH Help Center.



FROM HERE, IT'S POSSIBLE."

After clicking on the link, instructors will have the option to either:

- Create alerts by course section.
- Create alerts by searching for student R#.

If you are not taken to Mass Alerts page,

1. Open the Navigation Menu and click Alerts.

Hom	ne	Ň
	Home	^
ଷ	Appointments	
	Alerts	
Ϋ́Ξ	Tasks	
P	Success Plans	
	Reports	
0	Dashboards	
63	Contacts	
-	Calandan	-
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2. Click Create Alerts to start.

	New	Change Owner	Create Alerts
Q Search this list		\$\$ ▼	

Creating Alerts by Course Section

1. Select Create Alerts by Course.

• S4	elect Search Method
•	Create Alerts by Course
	Search for Student

2. Select the course section (you can only select one section at a time).

Course Name	Course Offering ID \sim	Modality \checkmark	Start Date \checkmark	End Date 🗸
MUAP 1001	MUAP 1001.227	FACE	Jan 10, 2023	May 8, 2023
MUAP 1002	MUAP 1002.227	FACE	Jan 10, 2023	May 8, 2023
MUAP 2002	MUAP 2002.227	FACE	Jan 10, 2023	May 8, 2023
MUAP 3001	MUAP 3001.227	FACE	Jan 10, 2023	May 8, 2023
MUAP 3002	MUAP 3002.227	FACE	Jan 10, 2023	May 8, 2023
MUAP 2001	MUAP 2001.227	FACE	Jan 10, 2023	May 8, 2023

3. Select one or more students who you would like to raise a specific alert for by checking the box next to their name.

NOTE: Remember that one workflow will need to be completed per alert type. As an example, let's say in a specific course section you have students who have an attendance concern and students who have a financial concern. This means you will need to complete a total of two workflows (1x for the students who have an

Next

attendance concern and 1x for the students who have a financial concern).

MUAP	2002 Students				
-	Full Name	~	Banner ID	•	~
					_
				Previous	t

4. Select your type, priority, and add comments. Select Next.

NOTE: Comments are optional and **are viewable to the student(s)**.

hese will apply to Alerts for all students you have selected	
Select Alert Type	_
Discuss Course Drop Options	J
Select Alert Priority	
Normal	;
ert Comments	
Student is not able to pass this course and should discuss drop options with their advisor.	
	le

Previous

5. Confirm the information displayed is correct. Select **Confirm**.

Please confirm the information is correct:			
Full Name	~	Banner ID	~
ourse: MUAP 2002			
lert Type: Discuss Course Drop Options			
lert Priority: Urgent			
lert Comments: Student is not able to pass course and	should discuss course drop options with their ad	visor.	
			Previous
lerts have been crea	ated! Select Finish	to return to the	start of the workflow
Alerts created!			

Creating Alerts by Searching for Student R#

1. Select your search method.

6.



3. Select the student by clicking the circle next to the student's name.

Full Name	~	Banner ID		~
•				
			Pi	revious Next

4. Select a course from the student's course list that is associated with the alert.



5. Select your alert type, priority, and add comments. Select **Next**.

These will apply to Alerts for all students you have selected *Select Alert Type Discuss Course Drop Options	
*Select Alert Type Discuss Course Drop Options	
Discuss Course Drop Options	_
	÷
*Select Alert Priority	
Urgent	÷
Alert Comments	
Student is not able to pass course and should discuss course drop options with their advisor.	
	6
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6. Confirm the information displayed is correct and select **Confirm**.

ull Name	\checkmark	Banner ID	
vurse: MUEN 2102			
ert Type: Discuss Course Drop Options			
ert Priority: Urgent			
ert Comments: Student is not able to pass course and should discuss co	urse drop options with their a	lvisor.	
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7. Alerts have been created! Select Finish to return to the start of the workflow.

Resources

- Module: <u>Alerts for Instructors</u>
- Module: Advisee (Case) Record
- Unit: Accurate and Ethical Record-keeping
- Webpage: What are Success Specialists?