



# **Progress Surveys for Instructors**

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

### **Responding to Progress Surveys**

#### **Learning Objectives:**

After completing this unit, you will be able to:

- Understand Progress Surveys.
- Respond to Progress Surveys.

Prior to completing this unit, you are *strongly encouraged* to complete the following module:

Introduction to Alerts

### **Progress Surveys**

Dr. Carol O. Lights receives a Progress Survey email, encouraging her to visit Raider Success Hub and create alerts for one or more students using the Mass Alerts flow. She clicks on the link provided in the email and raises an Attendance Concern Alert for a few of her students, including Brooklyn Raider.

After the mass alert is created, Brooklyn's Success Specialist is notified about the Attendance Concern Alert and reaches out to Brooklyn to discuss options. During the conversation, Brooklyn informs her Success Specialist that she recently began a part-time job, which often leads her to oversleep and miss class. Brooklyn's Success Specialist connects her with resources to support a healthy balance between work and academics. Brooklyn is feeling better and is now attending class regularly – a successful interaction sparked by Dr. Lights!

### What Are Progress Surveys?

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 using the Mass Alerts flow in Raider Success Hub.

#### What is the Mass Alerts Flow?

The Mass Alerts flow allows instructors to create an alert for more than one student at a time (versus creating one alert per student). This process is time efficient and helps instructors target students by the type of concern or Alert.

Here is a sample of the email notification received by an instructor:

### **Creating Mass Alerts**

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

- Course Section (recommended)
- Student R#

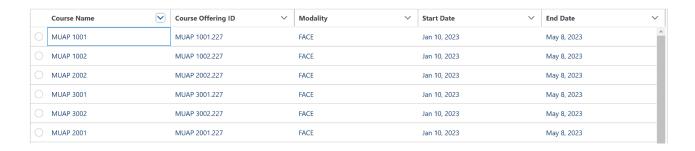
Let's go through each option:

### **Creating Alerts by Course Section**

Select your search method.



Select the **course section** (you can only select one section per workflow).



3. Select one or more students who you would like to raise a specific alert for by checking the box next to their name. Some example alerts are, Assignments Not Submitted, Course Performance Concern, and a Mid-Term Grade D or Below. These are some of the alerts that will send students emails.

🦰 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 a couple of students who have an attendance concern and a couple of students



#### RAIDER SUCCESS HUB



#### PROGRESS SURVEYS AVAILABLE

Raider Success Hub (RSH) offers a variety of success tools for instructors to utilize.

Instructors can make connections and refer students at the exact moment they need it with features including

- Progress Surveys
- Alerts
  Office Hours & Appointment Management

#### WHAT IS A PROGRESS SURVEY?

Progress Surveys are email reminders sent to instructors during key points of the semester, encouraging them to provide feedback on the progress of their

During the remainder of the fall 2024 term, instructors will receive one additional Progress Survey.

commended Target Dates

- Midterm Grades Follow-Up: Oct. 16 20
   Risk of Failing Course: Nov. 13 20

The recommended focus for this survey is Midterm Grades Follow-Up and the suggested completion dates are Oct. 16-20. Links to the survey, as well as other resources, can be found below.

START PROGESS SURVEY

who have a financial concern. This means you will need to complete a total of two workflows (1x for the students who have an attendance concern and 1x for the students who have a financial concern).



- 4. Select your alert type, priority, and add comments. Select Next.
  - NOTE: Comments are optional and are viewable to the student(s).



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



6. Alerts have been created! Select **Finish** to return to the start of the workflow. From here, you can continue to make other types of alerts for either new or the same students.

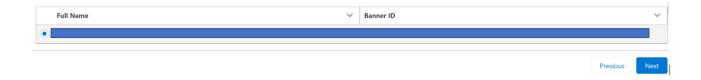


## **Creating Alerts by Searching for Student R#**

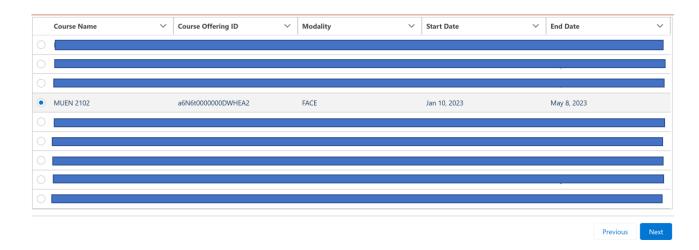
1. Select your search method.



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



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

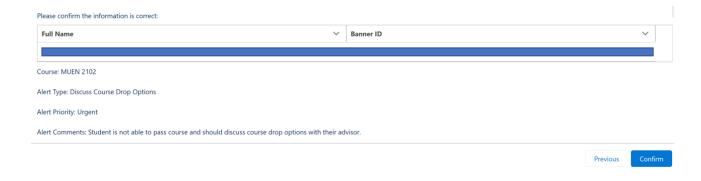


5. Select your alert type, priority, and add comments. Select Next.

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



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



7. Alerts have been created! Select **Finish** to return to the start of the workflow. From here, you can continue to make other types of alerts for either new or the same students.



#### **Resources**

• Module: Stay in the Loop with Alerts