RAIDER SUCCESS HUB
HOW TO'S

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

1. Select **your search method**.

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

Course Name	Course Offering ID	Modality	Start Date	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. 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

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 students.

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

Recommended 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**.

2. Enter **the student's R#.**

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).

These will apply to Alerts for all students you have selected

* Select Alert Type

Discuss Course Drop Options

* Select Alert Priority

Normal

Alert Comments

Student is not able to pass this course and should discuss drop options with their advisor.

Previous   Next

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

Please confirm the information is correct:

Full Name	Banner ID

Course: MUEN 2102

Alert Type: Discuss Course Drop Options

Alert Priority: Urgent

Alert Comments: Student is not able to pass course and should discuss course drop options with their advisor.

Previous   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.

Alerts created!

Finish

Resources

- Module: [Stay in the Loop with Alerts](#)