# *ROOSUCCESS:*
HOW TO DO ENGAGED/NOT ENGAGED PROGRESS SURVEYS

Link to RooSuccess

1) Instructors will receive an email indicating the survey is open with a link and deadline. The link will take you to the federated site that you login to the same way you do your email and Blackboard.

2) Outstanding Progress surveys are listed right at the top of the page. Click on your course to start the survey.
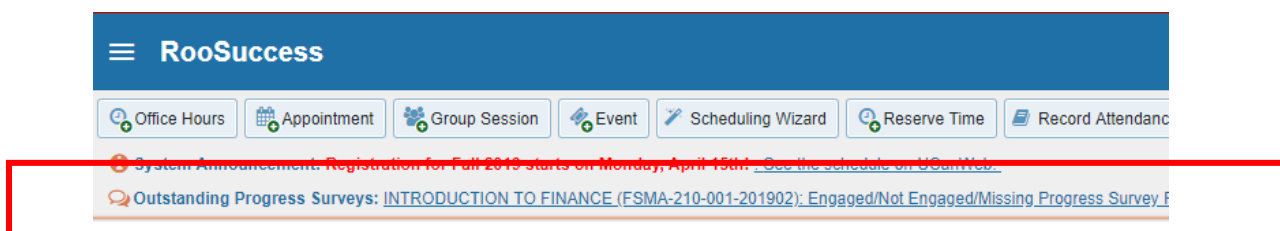
Alternately, you can go to the "hamburger" menu in the top left corner and then to Students OR click on the drop-down box next to Students and choose Progress Surveys:
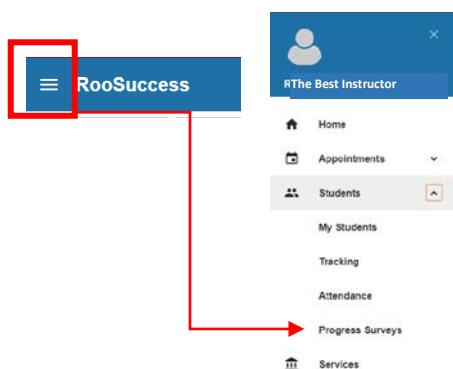
3) You will have one survey page for each course you are teaching this semester. Engaged is assumed to be the default choice. **You only have to click on the rows for the students that you report as Not Engaged or Missing.** Checking those boxes will raise a flag on the student when the survey is submitted. A comment box will open for every student that you mark as Not Engaged or Missing but comments are optional for all but the Not Engaged (Other) selection:

Click on the ℹ️ for more description on each category. IF you mark a student as Not Engaged, a ➕ sign will appear, you can click on that to add comments if you would like. Comments are REQUIRED if you choose Not Engaged (Other).

4) The progress is saved as you go, so you can leave and come back but **once you submit that survey it is done and you cannot go back and edit it.**

5) Unlike in the past, as soon as you submit the survey, notifications of any flags raised (Not Engaged or Missing) will go out to the student. Advisors and the student's network will be able to see flags on their students and have the ability to act on them right away.

6) You will receive confirmation that you have completed the survey. If you need to do other classes, go back to the "Progress Surveys" tab to locate them. Once a class is submitted, it will disappear from your list.

As an advisor, you will be notified of any flags raised on your students as a result of the Engaged/Not Engaged survey. You will see emails and can see the list of flags on your "home" page in RooSuccess or under "Tracking". If you follow-up on a flag, you can use the Note: Follow-Up on a Flag to let others in the Success Network know that you have discussed the specific flag with the student.

Jump to: See Your Students | Raise A Flag |Complete a Progress Survey | See Flags raised on your students |Attendance | Kudos, System Flags, Referrals and To-Do's