Submitting a Progress Survey

Step-by-step guide

To submit a progress survey, please follow these steps:

1. Login to PeopleSoft Campus Solutions during the survey period. You should be brought to a screen that lists each of the courses for which you need to submit a progress survey.

   Below are a list of Progress Surveys for courses you are listed as an Instructor or TA that have students enrolled that belong to one of the following groups:

   - The Clarkson School
   - Athletics
   - Army ROTC
   - Air Force ROTC
   - Project Success
   - CUPO

   Please take the time to enter information on how those students are doing in your classes by clicking on the class and choosing the flags to be raised for the student based on their performance. If you are unsure, choose the "Not Enough Information" option.

   START@CU Progress Surveys

Survey	Course	Survey Start	Survey End	Complete Survey
1 F14 5-Week Progress Survey	AE301-11	09/10/14 8:00AM	09/21/14 11:59PM	Complete Survey
2 F14 5-Week Progress Survey	AE301-31	09/10/14 8:00AM	09/21/14 11:59PM	Complete Survey
3 F14 5-Week Progress Survey	ME301-11	09/10/14 8:00AM	09/21/14 11:59PM	Complete Survey
4 F14 5-Week Progress Survey	ME301-21	09/10/14 8:00AM	09/21/14 11:59PM	Complete Survey
5 F14 5-Week Progress Survey	ME301-30	09/10/14 8:00AM	09/21/14 11:59PM	Complete Survey

   Complete Later

2. Clicking "Complete Survey" will bring you to a page that looks like the following:

   Please note: All comments entered will be seen by the Student, thier Advisor(s), and Program Coordinators.

   Progress Survey Flags

	Raise	Description
1	✓	No Concern
2	☐	Not Enough Information
3	☐	Low Grade Exam/Quiz
4	☐	Missing/Late Assignments
5	☐	Poor Attendance
6	☐	Poor Participation
7	☐	Excellent Attendance
8	☐	Sought Help When Needed
9	☐	Excellent Participation

   PHOTO NOT AVAILABLE

   You will **NOT** see your entire class roster at this step. Instead, you will only see those students that are members of The Clarkson School, Army ROTC, Air Force ROTC, Project Success, International, CUPO and student athletes.

3. Choose the appropriate feedback that represents the student's performance in your course thus far. If comments are required when you choose a flag, you will see a comment box appear that says "Required." By default, the "No Concern" box will be checked, but if you do not have enough information to assess the student's performance, you can choose the "Not Enough Information" option.

4. Once you have provided feedback for all of the students listed, click the 'submit' button at the bottom of the page.

> When you submit your survey, email notification will be sent to the student, the student's academic advisor and to the Program Coordinator(s) associated with the groups listed above. These emails will include your feedback and all comments.

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- Advising Course History