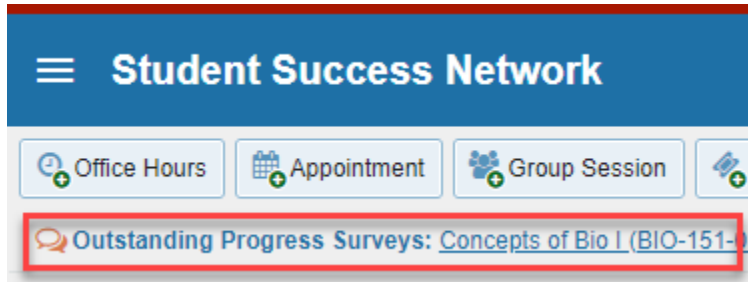


## How to Respond to a Progress Survey for Students in Your Courses

To complete the survey:

1. Log into the Student Success Network: [Login](#)
2. Click on the first course next to Outstanding Progress Surveys near the top of the page.



3. Please indicate students who are **in danger of failing** and either recommend withdrawal from the course or indicate that it is still possible to pass if their performance improves sufficiently. The comments you enter with these flags WILL NOT be shared with the student. Also, you can send students a **"Keep up the Good Work"** kudo or a **"Showing Improvement"** kudo that may include comments to be shared with the student through this survey.
4. Click SUBMIT when you are finished with that class. You will be asked to confirm that you want to continue. Click Yes. If you don't have feedback to give on the students in this class, simply click SUBMIT and then Yes.
5. Repeat steps 3-4 for each course section. SSN will automatically present your next course roster until all sections have been submitted.

You will receive a confirmation email when your submissions have been received.