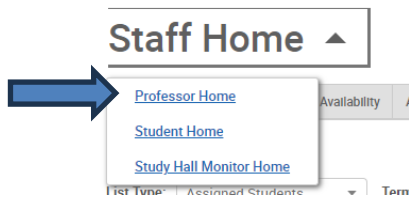


# Early Alert or Mid-Semester Progress Survey

Every semester, faculty members are asked to provide feedback on the academic progress of students in their classes. This feedback is collected via a MavCONNECT Progress Survey and faculty are notified about the surveys through emails sent from the system to their MavMail accounts.

## How to Complete a Progress Survey

1. Access the survey either through the survey deployment email (link to your specific surveys available in this email) **OR** log into MavCONNECT: <https://link.mnsu.edu/navigate>.
2. If you do not use your survey direct link, ensure you are on your Professor/Faculty member home page when you access MavCONNECT to find your surveys.



3. When progress surveys are active, you'll see a yellow box with the survey requests you have. Click on the "Fill Out Progress Reports" to access your student lists.

**Professor Home** ▾

**EAB**

**Bonnie K, please respond to the following progress report request(s):**

- Ginny Walters would like you to complete 2 progress report(s) by **Sunday, June 25, 2023** [Fill Out Progress Reports](#)
- Support 435 would like you to complete 2 progress report(s) by **Sunday, June 25, 2023** [Fill Out Progress Reports](#)
- Support 435 (she/her) would like you to complete 2 progress report(s) by **Monday, June 26, 2023** [Fill Out Progress Reports](#)

**Courses**

Term: All Terms ▾

COURSE NAME	TIME	ROOM	
(101) Intro to Navigate	F 12:00am - 12:00am ET, MTW 8:30am - 10:00am ET	Not Specified, Not Specified	<a href="#">Progress Reports</a>
(80N123) Bonnie's Spring 2022 Class	MTWR 9:00am - 10:00am ET	Not Specified	<a href="#">Progress Reports</a>
(340) Summer of Navigate Student	MTW 10:00am - 11:00am ET	Not Specified	<a href="#">Progress Reports</a>
(201) Intermediate Navigate	MT 10:00am - 11:00am ET	Not Specified	<a href="#">Progress Reports</a>
(202) Intermediate Navigate 2	MR 9:00am - 11:00am ET	Not Specified	<a href="#">Progress Reports</a>
(201) Intermediate Navigate	MTWRF 10:30am - 12:30pm ET	Not Specified	<a href="#">Progress Reports</a>

**Actions**

I want to...

[Issue an Alert](#)

**Quick Links**

Take me to...

[Schedule a General Event](#)

[Important Information](#)

[Download Center for Reports](#)

4. You'll be asked to complete the following fields for your students on the survey. **NOTE: You do not need to provide feedback on every student listed.** Only provide feedback for students that you believe from additional support/intervention and that you've already connected with/attempted to connect with about your concerns OR if desired, students you want to recognize for their positive academic performance.

### Do you have concerns about this student's course performance?

Use this field to indicate if this student is currently not making good academic progress.

### Alert Reasons

Select a reason you are issuing the alert. This is required if the student is at-risk and optional otherwise.

### Comments

Enter a narrative regarding how this student is progressing in the course. As with any narrative comment, the more complete the better. These comments may be shared with students so please write like you would if you were directly communicating with the student.

5. Once you have completed the survey for your identified students, find the submit options at the bottom of the page and click...
  - **Submit current progress concerns for identified students (but I'm not done) button** if you need to return to fill out more progress reports later **OR**
  - **Submit my feedback (I'm all done/I don't have feedback at this time) button.** This is your "I'm all done" button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not at-risk. Please use this button carefully because with just a single click, it will totally complete your Progress Survey response.

Submit current progress concerns for identified students (but I may not be done)

This button will submit students you have provided feedback on so far (effectively removing them from your list of students in your classes. Repeat this process until all students have been marked in some form or fashion.

Submit my feedback (I'm all done/I do not have any feedback at this time)

This is your "I'm all done" button. It will submit the students you have marked as you indicated. It will also submit the remaining students as not at-risk, therefore saving time and effort. Please use this