

# EagleSUCCESS

## Instructor & Advisor Quick Reference Guide

### Welcome to EagleSUCCESS

EagleSUCCESS gives you a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware.

Getting started is easy. You can access EagleSUCCESS via Blackboard. EagleSUCCESS will automatically provide you access to all students that you have been assigned or are enrolled in your courses. From there, you can raise flags about students, review flags that have been raised about your students, and view comments from the Academic Success Center staff as they follow-up.

*That's it. Simple for you. Empowering for your students.*

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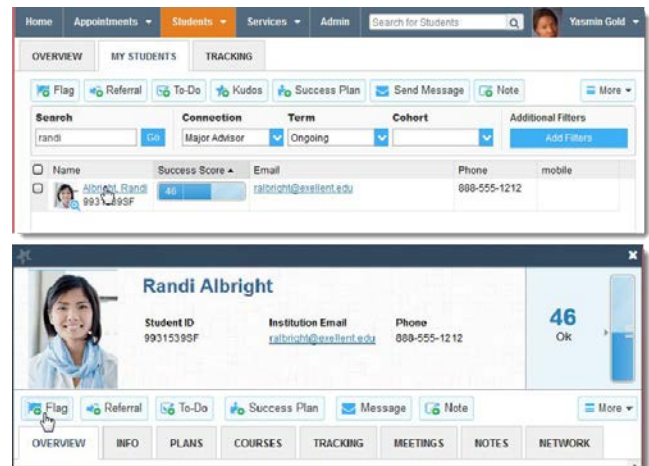
### Raise a Flag

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1. Click on the **Students** navigation item to see all of your students.
2. Find the student you want to raise a flag for – by searching for their name or paging through the students. Click on the student's name to bring up the student's folder.

*Note:* Anywhere you see a student's name as a link it will take you to their folder.

3. When you click on the **Raise Flag** button, a list of flags that can be raised and viewed by you is displayed.
4. Select the appropriate flag, enter comments and click the **Save** button.
5. The appropriate individuals will be automatically notified.



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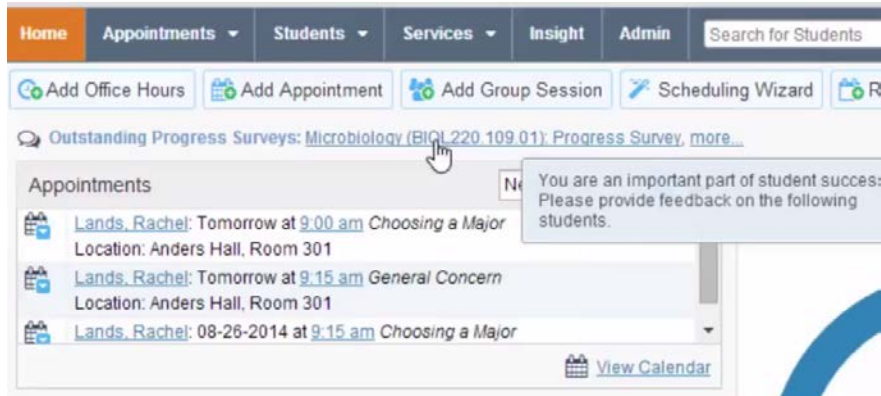
### Progress Surveys

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Flags can also be raised by submitting a progress survey. You will receive an email reminder when there is a new survey for you to complete.

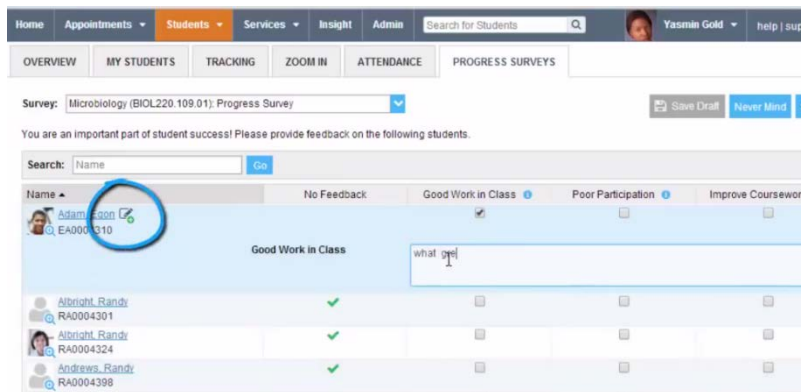
1. Click on the Students navigation item and then choose the Progress Surveys tab.

2. Check the boxes to raise praise or concerns about certain students.



3. Click Submit when you are finished to raise the selected flags.

*Note:* You may be asked to submit more than one survey. They will be listed in a drop-down menu on the Flag Surveys tab.



## Questions?

Direct questions to any member of our EagleSUCCESS implementation team!

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