

EagleSUCCESS

Instructor & Advisor Quick Reference Guide

Welcome to EagleSUCCESS

EagleSUCCESS gives you a convenient way to communicate concern or praise with your students. It also makes their extended success network aware of any potential trouble. More than anything, EagleSUCCESS connects students and instructors to the resources they may need to find success.

Progress Surveys

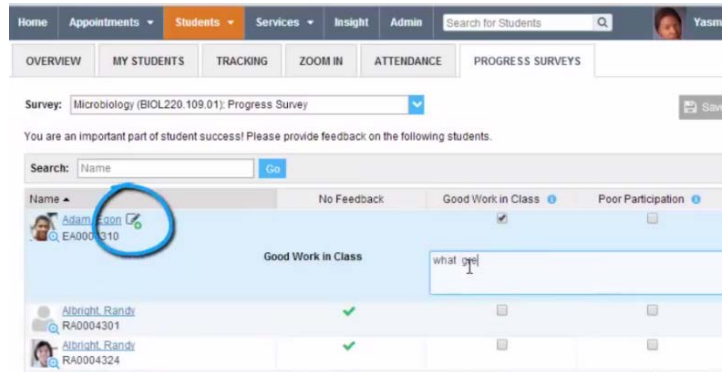
Flags can also be raised by submitting a progress survey. You will receive an email reminder when there is a new survey for you to complete.

1. Click on the Students navigation item and then choose the Progress Surveys tab. (This is only visible when you have active surveys.)



The selected survey opens, listing your students on the left, and items you may raise across the top

2. For Attendance Verification: Check the box for any student who has not attended your class up to that date.
3. During any progress survey including attendance verification you can also check the boxes to raise praise or concerns about certain students.
4. Click Submit when you are finished to raise the selected flags.



***Important:** Once you have submitted the survey, you will not have an opportunity to add or edit the items you raised. Use the **Save Draft** option if you aren't ready to submit your survey.

Notes:

You may be asked to submit more than one course survey if more than one of your courses has been included in the survey plan. Each course will be listed in the drop-down menu on the Progress Surveys tab.

Watch the Hobsons [Two Minute Tip on completing a progress survey](#) for a demonstration of this feature.

Raise a Flag

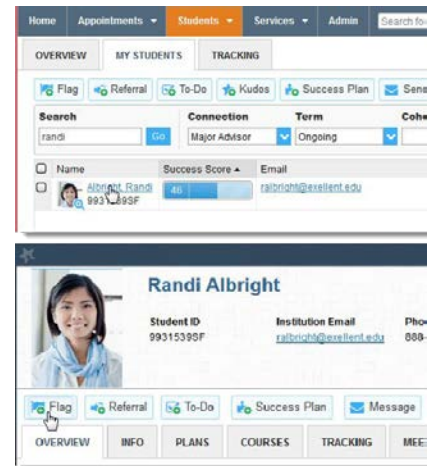
1. Click on the **Students** navigation item to see all of your students.
2. Find the student you want to raise a flag for – by searching for their name or paging through the students.
3. Click on the student's name to bring up the student's folder.

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

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

Note: Comments are for and should be directed to the student.

5. The appropriate individuals will be automatically notified.



Questions?

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Call: Academic Success Center – 585-395-5397