

Instructions for Completing Enrollment Verification

2017-2018

1. Sign in to [MyConnect](#).
2. On the homepage, click on the link next to Outstanding Progress Surveys in the middle of the page:

The screenshot shows the MyConnect homepage. At the top, there is a navigation bar with 'Home', 'Appointments', 'Students', and 'Services'. Below this is a search bar and a user profile icon. A system announcement banner reads: 'Welcome to MyConnect, UMSL's resource for Fostering Learning, Achievement, and Graduation Success'. Under 'Getting Started', there are links for 'Students', 'Faculty', and 'Faculty and Staff'. A red circle highlights the 'Outstanding Progress Surveys' link, which points to 'SP17-MKTG5710-G01 (UMSL-MKTG5710-G01-14685-SP2017): Spring 2017 Enrollment Verification - Business'. Below this, there is a section for 'Office Hours Setup Wizard' with a form to set office hours.

3. This will take you to your "Progress Surveys" tab in the "Students" section. There is a drop down menu at the top of the page that will have a list of all surveys that need to be completed:

The screenshot shows the 'Progress Surveys' tab in the 'Students' section. At the top, there is a navigation bar with 'Home', 'Appointments', 'Students', and 'Services'. Below this is a search bar and a user profile icon. A dropdown menu is open, showing a list of surveys. The surveys listed are:

- SP17-CHEM1111B-00A (UMSL-CHEM1111B-00A-14890-SP2017): S
- SP17-CHEM1111B-00A (UMSL-CHEM1111B-00A-14890-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1111-AA2 (UMSL-CHEM1111-AA2-11682-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1081-AA4 (UMSL-CHEM1081-AA4-11662-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1091-AA4 (UMSL-CHEM1091-AA4-11671-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1111A-00A (UMSL-CHEM1111A-00A-14885-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1111-AA3 (UMSL-CHEM1111-AA3-11683-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1111-AA8 (UMSL-CHEM1111-AA8-11688-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1091-AA1 (UMSL-CHEM1091-AA1-11668-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1111-AA1 (UMSL-CHEM1111-AA1-11681-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1111-AA6 (UMSL-CHEM1111-AA6-11686-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1111-AA4 (UMSL-CHEM1111-AA4-11684-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1134-001 (UMSL-CHEM1134-001-11885-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1111-AA5 (UMSL-CHEM1111-AA5-11685-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences
- SP17-CHEM1091-AA2 (UMSL-CHEM1091-AA2-11669-SP2017): Spring 2017 Enrollment Verification - Arts and Sciences

Below the list, there is a table with columns for 'Name', 'Status', and 'Action'. The table shows the progress of each survey for 10 students. The 'Total items selected: 0' and 'Displaying 10 Students' are shown at the bottom.

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- Once you have a roster, click the box in the “student has never attended class” column or “never logged into online course” column if they apply to a student. The student will receive a warning email from the Registrar and be administratively dropped from the course.
- The Submit button is at the top and bottom of the page.
- If all students are attending, submit with all check marks in the first column. This will formally confirm that all students are attending the course. The students with a check mark in the “All Students are Attending” will NOT receive any notifications for this survey.

The screenshot displays the enrollment verification interface. At the top, there is a navigation bar with tabs for Home, Appointments, Students, and Services. Below this is a search bar for students and a user profile dropdown. A secondary navigation bar includes My Students, Tracking, Zoom In, Attendance, and Progress Surveys. The main content area shows a survey for 'SP17-CHEM1111B-00A (UMLS-CHEM1111B-00A-14890-SP2017)'. It includes buttons for 'Save Draft', 'Never Mind', and 'Submit'. A note states: 'Complete by 5:00 pm on February 9. Mark any student who has not attended or has not logged in and submit. If all students are attending, submit the survey with the green check marks in "All attending."' Below this is a search bar for the student name. The main part of the interface is a table with the following columns: Name, All Students are Attending/Logged In, Student has never attended class, and Student has never logged into online course. The table lists 10 students, all of whom have a green checkmark in the 'All Students are Attending/Logged In' column and empty checkboxes in the other two columns. At the bottom, it shows 'Total items selected: 0' and 'Displaying 10 Students'. There are also 'Save Draft', 'Never Mind', and 'Submit' buttons at the bottom right.

Name	All Students are Attending/Logged In	Student has never attended class	Student has never logged into online course
Cu 18	✓	<input type="checkbox"/>	<input type="checkbox"/>
Da 18	✓	<input type="checkbox"/>	<input type="checkbox"/>
G 18	✓	<input type="checkbox"/>	<input type="checkbox"/>
G 18	✓	<input type="checkbox"/>	<input type="checkbox"/>
M 18	✓	<input type="checkbox"/>	<input type="checkbox"/>
Mi 18	✓	<input type="checkbox"/>	<input type="checkbox"/>
M 18	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ri 1	✓	<input type="checkbox"/>	<input type="checkbox"/>
W 1	✓	<input type="checkbox"/>	<input type="checkbox"/>
W 1	✓	<input type="checkbox"/>	<input type="checkbox"/>