Instructions for Completing Enrollment Verification

2017-2018

- 1. Sign in to <u>MyConnect</u>.
- 2. On the homepage, click on the link next to Outstanding Progress Surveys in the middle of the

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aculty:	For inform	nation about Early Alert go I	to the Student Retent	tion Services Fac	ulty Resources page.						
aculty a	and Staff:	Please click here for the M	yConnect guide.								
he ema	ail address	for starfish@umsystem.ed	u can be found by se	arching for MU SI	IS Starfish.						
dvisors	can now	access DARS from Starfish					-				
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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:

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Instructions for Completing Enrollment Verification

2017-2018

- 4. 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.
- 5. The Submit button is at the top and bottom of the page.
- 6. 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.

K Home	Appointments	- !	Students 🗕	Services	Q. Search for Studer	ats		•	help logo		
My Students	Tracking Z	oom in	Attendance	Progress	Surveys						
Survey SP17-CHEM1111B-00A (UMSL-CHEM1111B-00A-14890-SP2017) V 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."											
Search											
Name -			All Stude	ents are Attendi	ing/Logged In	Student has never attended class 0	Student has never logged	into online course	0		
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