

Instructions for Completing Enrollment Verification

1. Sign in to [MyConnect](#).
2. If you click from the email, this will take you to your “Progress Surveys” tab in the “Students” section from the three line menu. 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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OVERVIEW MY STUDENTS TRACKING ZOOM IN ATTENDANCE PROGRESS SURVEYS (2)

CHOOSE SURVEY

FS19-ECON3002-001 (ECON3002-001-12494-FS2019): Fall 2019 Enrollment Verification

✓ FS19-ECON3002-001 (ECON3002-001-12494-FS2019): Fall 2019 Enrollment Verification Test

FS19-ECON4040-001 (ECON4040-001-15290-FS2019): Fall 2019 Enrollment Verification Test

Complete by 5:00 pm on July 25. Mark any student who has not attended or has not logged in and submit.

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Name	Student has not attended class
A 1	<input type="checkbox"/>

3. 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.
4. The Submit button is at the top and bottom of the page.
5. If all students are attending, submit with no check marks. This will formally confirm that all students are attending the course. Students who are not marked for a flag will NOT receive any notifications for this survey.
6. To determine if a student should or should not be dropped please check the registrar’s guidelines: <http://www.umsl.edu/regISTRATION/Faculty-Staff/Enrollment-Verification-Attendance-Guidelines.pdf>
7. To Access your student tabs and rosters when the survey link is gone, click on the three-line icon in the upper left hand corner.

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8. The menu that used to be at the top of the page is displayed. The down arrows will open the tab list:

