

Instructions for Completing Enrollment Verification

2019-2020

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 Starfish homepage. At the top, there is a navigation bar with the Starfish logo and a search bar labeled 'Search for Students'. Below the navigation bar, there is a system announcement: 'Welcome to MyConnect, UMSL's resource for Fostering Learning, Achievement, and Graduation Success'. The main content area is titled 'Getting Started' and contains several links for students, faculty, and staff. A link for 'Outstanding Progress Surveys' is circled in black. Below this link, there is a section for 'Office Hours Setup Wizard' with a form to set up office hours. The form includes fields for 'What day(s) do you have office hours?' (with radio buttons for M, T, W, T, F, S, S), 'What time are your office hours?' (with 'Enter Start Time' and 'Enter End Time' fields), and 'Where are they?' (with a 'Type' dropdown menu set to 'in an office', a 'Details' field for 'Enter an office location', and an 'Instructions' field set to 'Knock once and enter'). There is also a checkbox for 'Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours' and buttons for 'Close' and 'Set up 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 Starfish 'Progress Surveys' page. At the top, there is a navigation bar with the Starfish logo and a search bar labeled 'Search for Students'. Below the navigation bar, there is a menu with tabs: 'OVERVIEW', 'MY STUDENTS', 'TRACKING', 'ZOOM IN', 'ATTENDANCE', and 'PROGRESS SURVEYS (2)'. The 'PROGRESS SURVEYS (2)' tab is selected. Below the menu, there is a section titled 'CHOOSE SURVEY' with a dropdown menu. The dropdown menu is open, showing three options: 'FS19-ECON3002-001 (ECON3002-001-12494-FS2019): Fall 2019 Enrollment Verification', 'FS19-ECON3002-001 (ECON3002-001-12494-FS2019): Fall 2019 Enrollment Verification Test' (which is selected with a checkmark), and 'FS19-ECON4040-001 (ECON4040-001-15290-FS2019): Fall 2019 Enrollment Verification Test'. Below the dropdown menu, there is a text box that says 'Complete by 5:00 pm on July 25. Mark any student who has not attended or has not logged in and submit.' At the bottom right, there is a search bar labeled 'Search' and a help icon. Below the search bar, there is a table with columns for 'Name' and 'Student has not attended class'. The table has one row with a student icon and the number '1' in the 'Name' column, and a checkbox in the 'Student has not attended class' column.

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.

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

