HOW TO COMPLETE A ROSTER VERIFICATION SURVEY

WARRIORFISH TRAINING

FERPA

All faculty and staff with access to student academic and/or personal records (electronic or paper-based) are responsible under FERPA to protect the privacy of these records and use record information only for legitimate educational or student support purposes.

ESU Supports Students Success

Once you log into **WARRIORfish** if you have any pending surveys they will be displayed under **System Announcements**

1. TO COMPLETE THE SURVEY YOU WILL CLICK ON THE HAMBURGER MENU

2. Click on Students

3. Progress Surveys.
The Progress Surveys tab displays

4. Once you click on Progress Surveys the following will display.
- The title and the number of items included in the survey.
- The due date for the survey.
- Directions on how to complete the Roster Verification Survey

WARRIORfish 🔍 *Search for Students*

| MY STUDENTS | TRACKING | STUDENT SURVEYS | ATTENDANCE | PROGRESS SURVEYS (1) |

Registration Placeholder (SCHD-100-19887-202410): Spring 2024 Roster Verification

DUE   January 30, 2024 at 5:00 PM

Click each of the links to access survey grids for your course sections. Check the box to identify a student who has NEVER ATTENDED your course or a student who has STOPPED ATTENDING your course. If a student has STOPPED ATTENDING your course, please use the comment box to record the last date of academic activity. To add a comment, click on the small "plus" icon at the end of the row (please be aware that the student will see your comments). Once you've completed the Roster Verification Survey, click Submit. **if you don't mark any students as STOPPED ATTENDING/NEVER ATTENDED, it is still important to click Submit, so we know you've completed roster verification.** **If student's status changes after you submit your roster verification surveys, please notify jkraemer@esu.edu or records@esu.edu immediately.** [Less]

| Name | | Never Attended | | Stopped Attending | You have the option to search student by name | 🔍 Search | ℹ |

| Wertma Saman | | ☐ | | ☐ | | | |

Never Attended
Use if student never attended
class, Used with the roster
verification survey
This flag is visible to the student.

Stopped Attending
Use if the student stopped attending
class, Used with the roster verification
survey. *Instructors must indicate the
student's last date of academic activity
in the comment box.*
This flag is visible to the student.

5. Review each student and select the appropriate item(s). Check the box to identify a student who has **NEVER ATTENDED** your course or a student who has **STOPPED ATTENDING** your course.

- **NEVER ATTENDED** – you can add comments by clicking on the plus sign.

Name	Never Attended	Stopped Attending	
Wert___Sam___	✔ 📄	☐	⊕

Name	Never Attended	Stopped Attending	
Wert___Sama___	✔ 📄	☐	⊖

Never Attended

Comments are optional for a student who has NEVER ATTENDED your course

- **STOPPED ATTENDING** - instructors are required to enter comments and the last date of academic activity.

Name		Never Attended	Stopped Attending	
Wert___Sam___	🖑	☐	✔ 📄	⊖

Stopped Attending

Comments are required for any student who has STOPPED ATTENDING course along with the last date of academic activity

6. When you have finished providing feedback, select Submit to complete the survey.

**7.** When you select Submit, a warning message displays "Are you sure you want to submit this survey for ALL students in this section?"

Important – You will not be able to view or edit this survey after you submit.

A confirmation message displays indicating you have successfully submitted the survey. If you have additional surveys to complete, you will be prompted to proceed to the next survey.
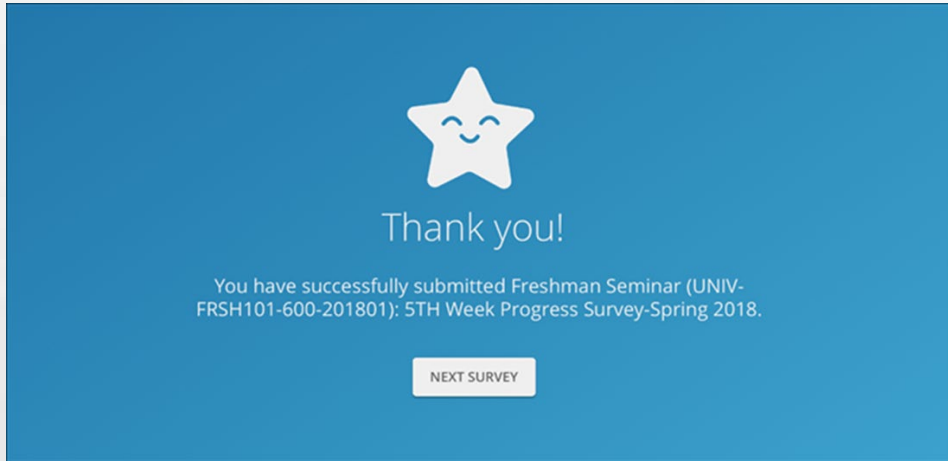
If you have submitted all of your surveys, a "thumbs up" confirmation displays, instead, and the Progress Surveys tab will indicate that you have no active surveys.
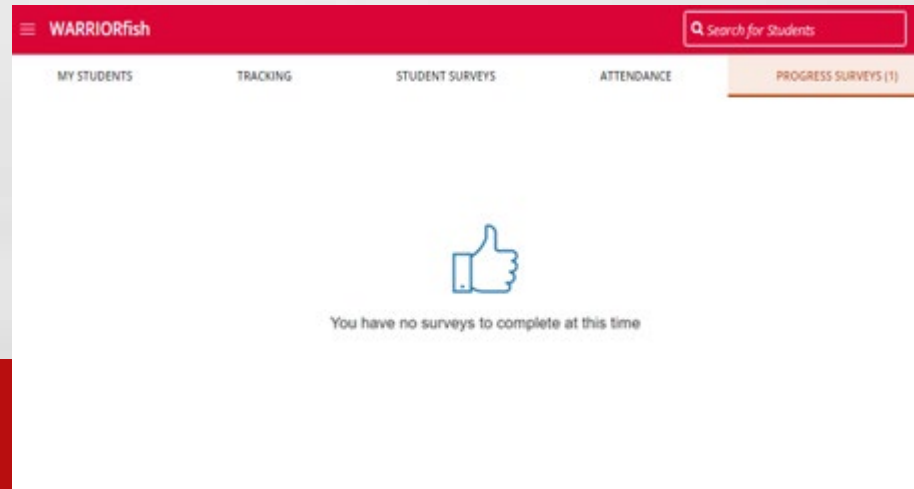
PROFESSOR,

THANK YOU FOR COMPLETING THE ROSTER VERIFICATION SURVEY IN WARRIORFISH.

WE APPRECIATE YOUR DEDICATION TO STUDENT SUCCESS AT OUR INSTITUTION.