HOW TO COMPLETE A ROSTER VERIFICATION SURVEY
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.
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
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.

- **STOPPED ATTENDING** - instructors are required to enter comments and 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.