

# 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**

The screenshot shows the WARRIORfish dashboard interface. At the top, there is a red navigation bar with the WARRIORfish logo on the left and a search bar on the right labeled "Search for Students". Below the navigation bar is a row of utility buttons: Office Hours, Appointment, Group Session, Event, Scheduling Wizard, Reserve Time, and Record Attendance. A "System Announcement" section follows, containing several links: "System Announcement: Spring Courses Begin January 16th", "Spring 2024 Academic Calendar", "Getting Started Guide - Setup profile, office hours, appointment preferences, raise flags, kudos, referrals and more", "How to update Office Appointment Hours", "How to sync your Outlook Calendar with WARRIORfish", "Other Faculty Resources", and "Schedule WARRIORfish Training". A red box highlights the link "Outstanding Progress Surveys: Registration Placeholder (SCHD-100-19887-202410); Spring 2024 Roster Verification", with a black arrow pointing to it from the right. Below the announcements are two main content areas: "My Services" and "Batch Sent Items".

**My Services**

- Office of Institutional Research  
<https://www.esu.edu/oiepa/index.cfm>
- WARRIORFish Assistance  
570-422-3285  
mamador@esu.edu  
<https://www.esu.edu/warriorfish/index.cfm>

**Batch Sent Items**

Action	Date Sent	No. of Recipients	Completion Status
Create To-Do	01-25-2024 at 11:34 am	1449	Complete
Create To-Do	01-25-2024 at 11:33 am	1498	Complete
Create To-Do	01-25-2024 at 11:32 am	1000	Complete
Create To-Do	01-25-2024 at 11:31 am	999	Complete

7 Items in the last 30 days

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

WARRIORfish

Office Hours Appointment Group Session Event Scheduling Wizard Reserve Time Record Attendance

**System Announcement: Spring Courses Begin January 16th** [Spring 2024 Academic Calendar](#)  
[Getting Started Guide - Setup profile, office hours, appointment preferences, raise flags, kudos, referrals and more](#)  
[How to update Office Appointment Hours](#)  
[How to sync your Outlook Calendar with WARRIORfish](#)  
[Other Faculty Resources](#)  
[Schedule WARRIORfish Training](#)

**Outstanding Progress Surveys:** [Registration Placeholder \(SCHD-100-19887-202410\): Spring 2024 Roster Verification](#)

2. Click on Students

Mary Amador

- Home
- Appointments
- Students**
- My Success Network
- Upcoming

3. Progress Surveys.  
The Progress Surveys tab displays

WARRIORfish

Search for Students

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

#### 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
Wertm: Saman	<input type="checkbox"/>	<input type="checkbox"/>

You have the option to search student by name

Search | i

#### 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.

The screenshot shows a student record for 'Wert, Sam'. The 'Never Attended' column has a checked box and a plus sign icon. The 'Stopped Attending' column has an unchecked box. A red box highlights the 'Never Attended' column header. A red arrow points to the plus sign icon. Below the record, a comment box is open, containing the text 'Comments are optional for a student who has NEVER ATTENDED your course'. A red box highlights the comment box, and a red arrow points to the text inside.

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

The screenshot shows a student record for 'Wert, Sam'. The 'Never Attended' column has an unchecked box. The 'Stopped Attending' column has a checked box and a plus sign icon. A red box highlights the 'Stopped Attending' column header. A red arrow points to the plus sign icon. Below the record, a comment box is open, containing the text 'Comments are required for any student who has STOPPED ATTENDING course along with the last date of academic activity'. A red box highlights the comment box, and a red arrow points to the text inside.

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

The screenshot shows the WARRIORfish interface with a red header. A search bar at the top right contains the text "Search for Students". Below the header are tabs for "MY STUDENTS", "TRACKING", "STUDENT SURVEYS", "ATTENDANCE", and "PROGRESS SURVEYS (1)". The "PROGRESS SURVEYS (1)" tab is active. A table displays student progress:

Student Name	Never Attended	Stopped Attending
Sanders, Edema esanders159	Never Attended	Stopped Attending
Wadleigh, Brad bwadleigh5097	<input type="checkbox"/>	<input type="checkbox"/>
Wilkinson, Ron rwilkinson0004	<input type="checkbox"/>	<input type="checkbox"/>
Workman, Brad bworkman5167	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zhang, Qing qzhang5105	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zhang, Xi xzhang5401	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom left, there is a "RESET" button. At the bottom right, a "SUBMIT" button is highlighted with a red box and a red arrow pointing to it.

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

The dialog box contains the following text:

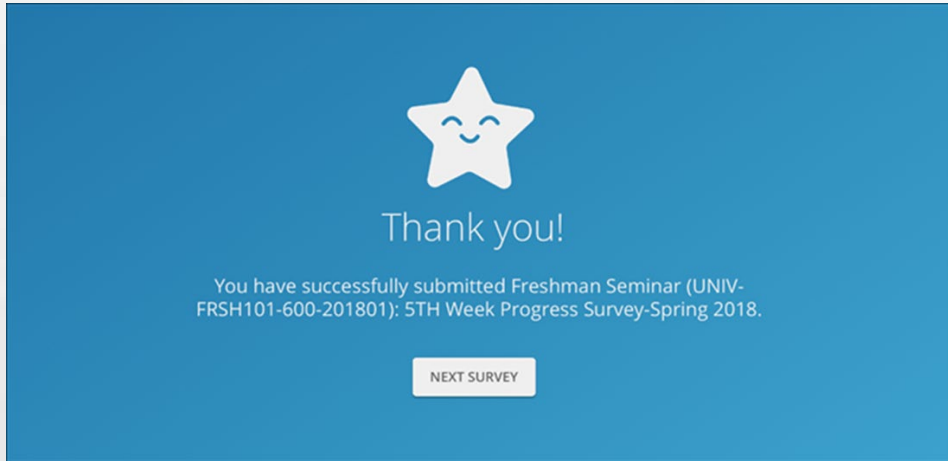
Are you sure you want to submit this survey for **ALL** students in this section?

You will not be able to view or edit this survey after you submit it. It may take a few hours for these items to appear on each student's record.

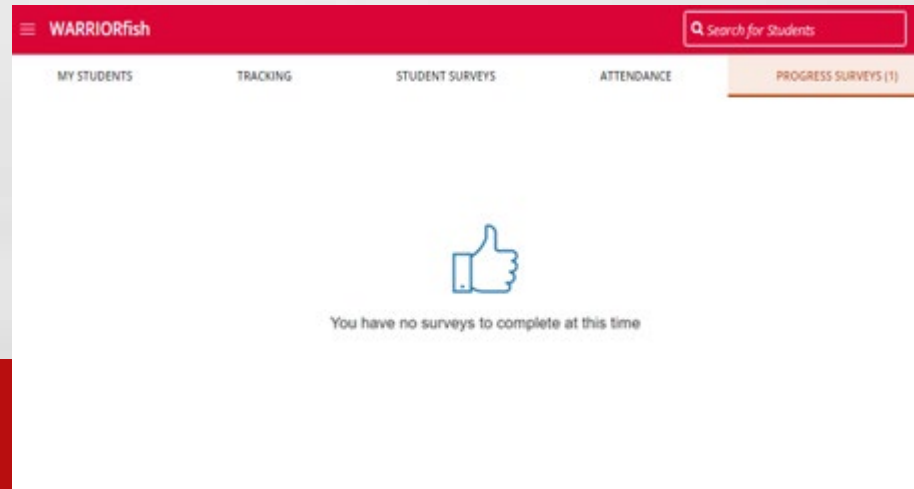
At the bottom, there are two buttons: "CANCEL" and "SUBMIT".

**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.