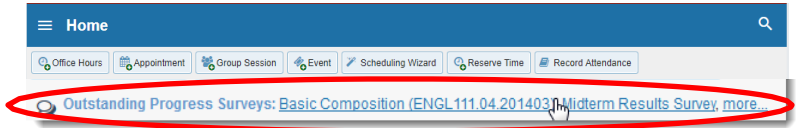


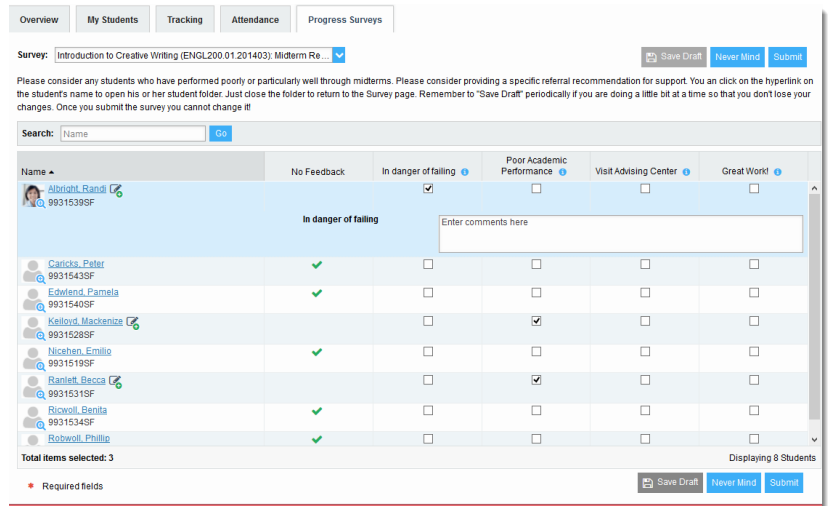
Respond to progress reports and surveys

You will receive an email reminder when there is a new progress report or survey for you to complete. Each individual link presents a course section roster of students for whom you can initiate tracking items.


1. Select the appropriate link on your ECC Connect **Home** page to go the **Progress Surveys** tab (*only visible when you have active surveys*).




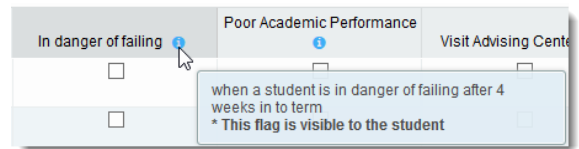
The selected report or survey opens, listing your students on the left and items you may raise across the top.



2. Check the box for each desired item/ student combination.

Click the Comment icon () to open a text box for your comments.

Click the information icon () associated with an item to verify whether or not the student can view the flag and related comments.



3. Click the **Submit** button *only* when you are finished providing feedback. The items you selected will be raised on your students when you submit the survey.



IMPORTANT: *When you have submitted the report or survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you are not ready to submit your report or survey.*

Video resource: [Completing a progress survey](#)