**Completing a Progress Survey Video Script**

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| 00:00:00 [Beginning of Video] |  |
| 00:00:03 | Your institution will be participating in a Progress Report campaign over the first few weeks of classes. With this, you should receive an email with a link to log into SSC Campus to fill out Progress Reports to students who are assigned in your class. |
| 00:00:16 | However, you can also log into SSC Campus and you’ll see this big yellow banner that says that you have Progress Reports to complete. So for this test professor, you can see that they have assigned progress reports that need to be completed by Friday, October 26th. |
| 00:00:32 | In order to complete these progress reports just click this button, Fill Out Progress Reports. |
| 00:00:40 | These are students that are currently in this class, Geography 1210, so test student Fall 2018. You will be prompted to determine whether or not you have a concern with this student. |
| 00:00:52 | If not, just click no and you can hit submit. Or if you do have a concern, hit yes, select your alert reasons such as low quiz or test scores, poor class participation or any other listed alert reasons.  |
| 00:01:08 | Finally, you will have the opportunity to provide comments. |
| 00:01:15 | However, please note that if you put in comments, these will not be provide to the student but rather they will be provided to the administration on your campus to better inform how they will reach out and try to best help the student who is having concerns. |
| 00:01:29 | When you’re completed, simply submit your student as finished. However, if you’re completely done you can submit unmarked students as no concern as well as submitting the individuals who you do have concerns. |
| 00:01:47 | This will take you back to your professor home and you will see that all your progress reports have been submitted. |
| 00:01:54 [End of Video] |  |