Submitting a Progress Survey
Instructors

1. When a Progress Survey is due, you will receive an email to your Virginia Western email account from the Vice President of Academic and Student Affairs. This email will include instructions for completing Progress Surveys. All Progress Surveys that are due will be listed under the “Outstanding Surveys” section of the email.

As you know, we are utilizing the SAILS (early alert) system to help us make the process of reporting on the academic progress of our students as easy and efficient as possible. Through a Progress Survey you have a quick way to inform us of your students’ progress in class.

To access the Progress Survey for your course(s):

1. Go to: https://my.vcvs.edu
2. Login using your MyVCVS credentials (same credentials used to log into Blackboard).
3. Click on the SAILS link to access the system.
4. You will see a link(s) to your Outstanding Surveys at the top of your SAILS homepage.
5. Once you reach the survey, simply check the box next to the particular student’s name for whom you would like to report progress. You will have options to add comments.
6. Click Submit. If you don’t have any progress to report, it is important that you click Submit, so we know you reviewed the survey. You will receive a confirmation email.
7. Items you raise will generate an email to the student notifying them of your concern(s). Additional support may be provided to some students and other students may contact you directly.

You have 4 surveys, which need to be completed before 5/10/2014.

Outstanding Surveys:


2. When you access your surveys, you will see a listing of the students enrolled in your course. The default response for each student is “No Feedback”. If you’d like to raise a Flag or a Kudo for a student, you can move the radial next to the student’s name. This will raise a Flag or Kudo and send an email to the student (except General Concern). When finished, select Submit.