




Viking Success

Faculty “How-To” Guide

Topic: Submit a Progress Survey

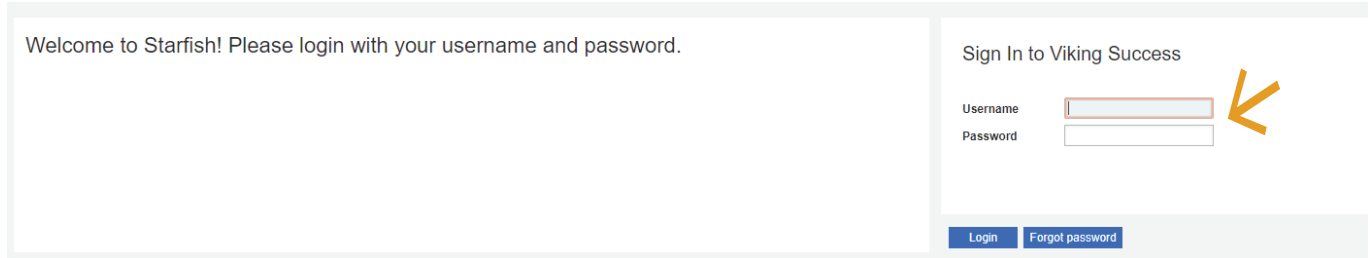




How to Submit a Progress Survey

Go to www.sunywcc.edu/vikingsuccess

On the Viking Success Login Page, use your same login credentials for your mywcc account.



Welcome to Starfish! Please login with your username and password.

Sign In to Viking Success

Username

Password

[Login](#) [Forgot password](#)

There are four Progress Surveys:

1. **Attendance/Books Concern**
Early on in the semester
2. **Early Survey**
A few weeks into the semester
3. **Pre-registration Survey**
Shortly before registration
4. **End of Semester Report**
Week before classes end for students in certain support programs (Athletes, Viking Roads, TRIO)

After logging in, announcements including Outstanding Progress Surveys will be visible at the top of the page. Click on the survey to complete it.

Viking Success

Outstanding Progress Surveys: [Writing Studio \(2189 ENG 99 WS02 -P -MainCampus -DEV\): Copy of Attendance/Books Survey \(TEST\), more...](#)

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Viking Success provides a simple and efficient way for people on campus to schedule time with one another, whether that time is face-to-face, over the phone, or even online. All you have to do to get up and running in Viking Success is complete the information on the right, which lets people know when you will be available during the term. Then others on campus will be able to schedule appointments with you electronically. It's that easy!

Once you've signed up, you can elect to receive email notifications informing you about your upcoming meetings. Each notice will include the reason for the visit, the person's picture if available, and a link to their profile.

A well-connected campus is a better campus, so start using Viking Success now!

Office Hours Setup Wizard
If your office hours don't repeat weekly, [click here](#).

Go ahead and get started by adding one time block for now! You can always add more later.

1. What day(s) do you have office hours?
 M T W T F S S

2. What time are your office hours?
 Enter Start Time to Enter End Time

3. Where are they?
 Type: in an office
 Details: Enter an office location
 Instructions: Knock once and enter

Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours

Close Set up Office Hours

Check the box for Attendance Concern and/or Book Concern as appropriate. No Issue is the default. Click on plus button to provide information related to the concern. Hit submit when you have completed the survey.

Viking Success Search for Students

MY STUDENTS TRACKING ZOOM IN ATTENDANCE PROGRESS SURVEYS (3)

CHOOSE SURVEY
 Management Info Systems (2199 CIS 215 reg D001 -P -Main -NODEV): Copy of Attendance and Books

Management Info Systems (2199 CIS 215 reg D001 -P -Main -NODEV): Copy of Attendance and Books
 SAVED September 10, 2019 at 11:34 AM
 DUE September 28, 2019 at 11:00 PM

Fill out Survey

Search

Name	No Concern	Attendance Concern	Book(s) Concern
Student Name 000123456	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance Concern Student has missed two classes			
Student Name 000123457	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Name 000123458	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Name 000123459	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Showing 4 students

RESET SUBMIT

If you have more than one Progress Survey to complete, you can access additional surveys from the drop down. Once you hit Submit, you will be prompted to access the Progress Survey for your other course(s).

Viking Success Search for Students

MY STUDENTS TRACKING ZOOM IN ATTENDANCE **PROGRESS SURVEYS (3)**

CHOOSE SURVEY

- Management Info Systems (2199 CIS 215 reg D001 -P -Main -NODEV) Copy of Attendance and Books
- ✓ **Management Info Systems (2199 CIS 215 reg D001 -P -Main -NODEV) Copy of Attendance and Books**
- Management Info Systems (2199 CIS 215 OER I001 -OL -Main -NODEV) Copy of Attendance and Books
- Database Management Sys (2199 CIS 225 reg D001 -P -Main -NODEV) Copy of Attendance and Books

Search

Name	No Concern	Attendance Concern	Book(s) Concern
Student Name 000123456	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance Concern Student has missed two classes			
Student Name 000123457	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Name 000123458	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Name 000123459	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Showing 4 students

[RESET](#) [SUBMIT](#)