Progress Surveys FAQs

When would I raise a concern versus completing a progress survey? What is the difference?

Progress surveys are a way to make it easier for you to raise concerns about your students. Progress surveys are only available at set times during the semester, whereas you can raise a concern at any point. Only academic concerns are included in progress surveys, whereas non-course based concerns (such as behavioral concerns, and general concerns) can be raised outside of progress surveys.

Who will be asked to complete progress surveys?

Primary instructors of courses will receive progress surveys, but only one progress survey should be submitted per course. If there are multiple primary instructors for a given course (ex. if you are co-teaching a course), please consider discussing the feedback you want to provide collectively, and designate one person who will submit the feedback in Pathways. For cross-listed courses, you need only submit feedback to students once. If you believe you should have received a progress survey but didn’t, please email pathways@mtholyoke.edu.

What happens if I submit an attendance concern on the progress survey?

The same set of people who would be notified as a result of a concern raised in a mid-semester report will be notified. If you submit an attendance concern, an email notification will go to the student that you are concerned about. The student’s faculty advisor and class dean will also be notified and will be able to see the concern in Pathways. The Registrar’s office will be able to see the attendance concern in Pathways.

I only see the option to raise an attendance concern. What if I have a different concern (i.e. participation, low scores on assignments, missing assignments) about a student?

The first progress survey of the semester will focus on attendance and registration. To raise other concerns about a student, you can raise a “flag” about a student by clicking the Flag button from the My Students tab (select a student first) or from within a student’s folder.

If I raised an attendance concern about a student before the progress survey, do I have to raise the same concern again?
No. If it’s the same concern and you’ve already raised it as a flag, you do not need to raise it again on the progress survey.

I am missing students on my progress survey – how do I update the course list?

Your student list(s) are coming from the class rosters in MyMountHolyoke self-service and the information is sent over once a day – if it is a recent change in your class roster, then it may not be picked up.

Note that five-college instructors and students are not using Pathways. This means that if you are a five-college instructor, you will not receive a progress survey. If you have five-college students in your classes, those students will not show on your progress survey at this time. If you have an attendance concern about a five-college student, please communicate your concern via email to the Registrar’s office (registrar@mtholyoke.edu).

Similarly, if there are students that have been attending your class but are not on your roster, please send an email to registrar@mtholyoke.edu to communicate this concern.

What if I do not have any concerns on any students on my course roster – do I still need to fill out a progress survey?

Even if you don’t have any concerns about your students, we encourage you to still submit a progress survey. You can leave all responses as “No Feedback” and click “Submit.” Students will NOT receive any notifications but submitting the progress survey with No Feedback lets us know that you’ve reviewed your roster(s).

I was filling out a progress survey – it disappeared and I can’t find it again. What happened?

It is possible that you submitted the progress survey prematurely, before reviewing your entire student roster. Unfortunately, you cannot resubmit. Next time, please make sure you hit Save Draft as you go, and do not hit Submit until you are done providing feedback to all of your students in the course section. Although the matrix may no longer be available, you can still raise concerns about students individually from the My Students tab or the student’s folder.

I raised a concern about a student by mistake, or the concern has already been addressed by someone else. How do I delete it?

If a concern was raised by mistake or is a duplicate concern, you can resolve/clear the concern at any time. Be sure to select “The flag was raised by mistake” when you clear the concern.