How to Complete a Progress Survey in NYU Connect

1. Access NYU Connect by clicking the link sent in the email you received about the survey opening.
   a. You can also access the survey by clicking the main menu button (three lines), then "Students", then "Progress Surveys".

2. For each student listed, check the appropriate box(es) under each item if the item applies to the student.
   a. **You can skip a student if none of the items apply to them.**
   b. Click the "i" icon on the right to get more detailed information on each item. This information will let you know examples of when to select the item and if the student will be notified of the item.
   c. For some items, a Comment box will appear. Some items require Comments. **Your comments will never be shared directly with the student,** but do remain as a part of their academic record in accordance with FERPA.

3. Click "**Submit**" when finished.

Once you click Submit, the student(s') advisor(s) will be notified. Students will not. Once submitted, you cannot go back and make edits or add other items, but you can always give a kudos or raise a flag for a student separate from a survey.

Questions? We are here for you! nyuconnect@nyu.edu