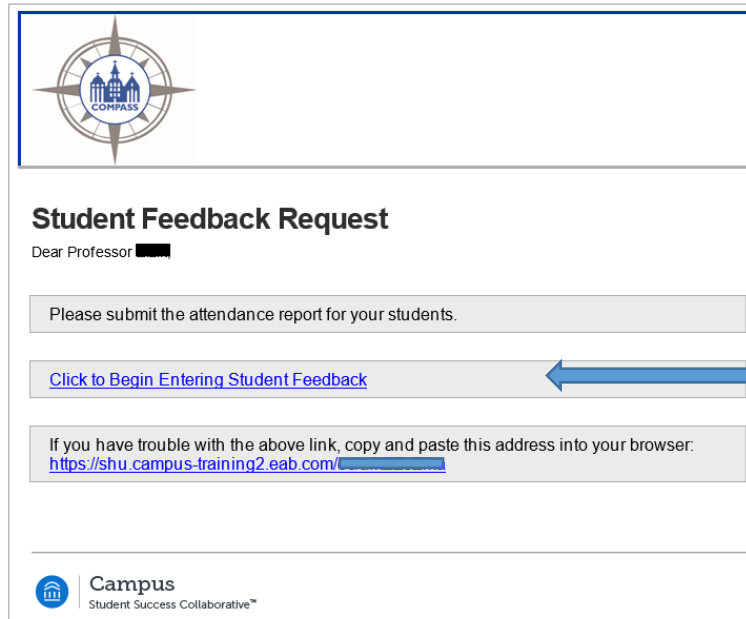




Faculty: Responding to your Attendance Progress Survey

1. **Open up the email** from “Seton Hall Compass.”



Direct link to Compass

2. Click on the link titled “**Click to Begin Entering Student Feedback**” below. If you are using Internet Explorer and have trouble opening up the link, open up Mozilla Firefox or Google Chrome and copy and paste the address at the bottom of the email into the Firefox or Chrome browser.
3. Once you click on the link, you will be directed to your attendance survey(s) in Compass.
4. **Identify students that never attended your course by clicking on the button in the “never attended” column corresponding to the student’s name.** Comments are optional. If all of your students have attended, continue to the next course.
5. When you are finished identifying all the students that “never attended”, scroll all the way to the bottom of the screen and select the check box “**Mark remaining as active**” on the bottom left hand corner. This will indicate the rest of the students “attended” your course(s).
5. Click “**Submit.**”

Seton Hall Compass
Division of Student Services
(973) 761-9075
compass@shu.edu
University Center, 2nd Floor