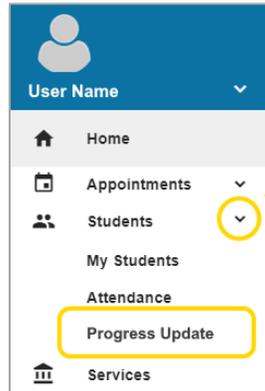


Participation Verification Steps for Instructors

1. Go to MySuccess.hawaii.edu
2. Click the **≡ menu button** in the top left of MySuccess, click **Students**, and then click **Progress Update**



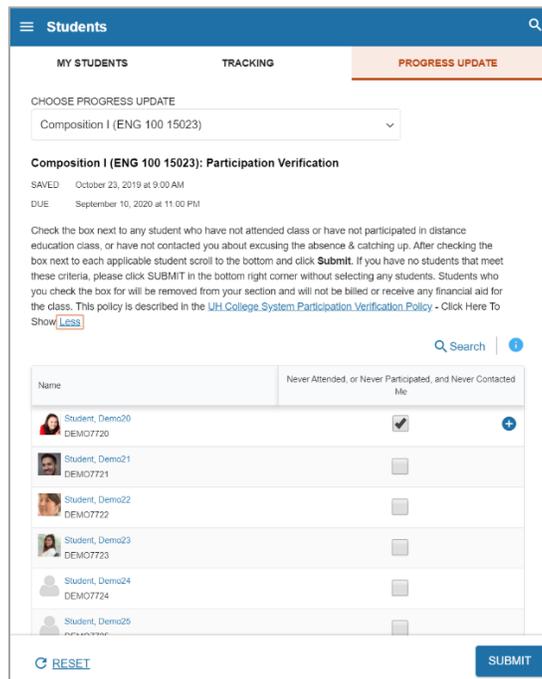
3. Check the box next to each student who has never attended in-person course, or never participated in an online course, and had not contacted you

(If you are using a mobile device, to display the checkbox tap the  plus sign in the blue circle to the right of the student's name)

4. Click **Submit** in the bottom right after checking the boxes for all no show students in that section.

To indicate all your students in the section attended, participated, or contacted you, click **Submit** in the bottom right for the section without checking any boxes.

If you have more than one course section, the next class roster will be displayed until you have Submitted all your course sections.

A screenshot of the MySuccess web interface showing the 'Progress Update' section for a course. The interface includes a search bar, a table of students with checkboxes for participation verification, and a 'SUBMIT' button at the bottom right. The table has two columns: 'Name' and 'Never Attended, or Never Participated, and Never Contacted Me'. The first student, 'Student_Demo20 DEMO7720', has a checked checkbox and a plus sign in a blue circle to its right. The other students have unchecked checkboxes. At the bottom, there are 'RESET' and 'SUBMIT' buttons.

Update Participation Verification if the student starts participating, attends, or contacts you about the absence.

1. Go to to [MySuccess.hawaii.edu](https://mysuccess.hawaii.edu)
2. Click on the student's name including by searching for the student in the top right
3. Click on **Tracking** on the left side of the Student Folder
4. Hover over the **Flag** icon of the Flag you wish to clear by pointing the cursor without clicking



5. Click **Clear** in the bottom right,
6. Check the box for the reason for clearing the flag:
 - **Intervention** = Two-way communication with student (email, phone, or in-person)
OR
 - **Other** = Describe in "Add a comment" below
7. Click **Submit** on the right