

Flexible Learning - Starfish

Progress Survey

You will receive an email reminder when there is a new survey for you to complete. Each individual survey presents a student roster for one course section on whom you can raise flags.

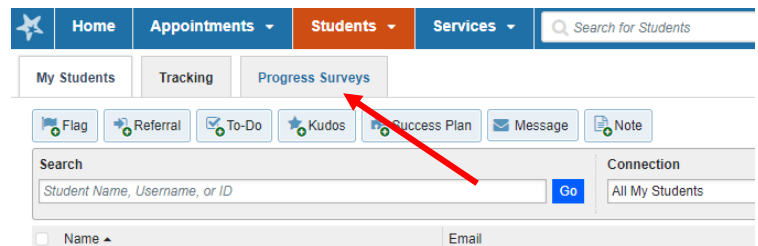
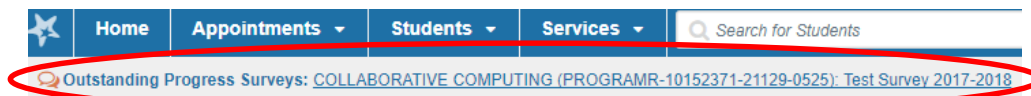
After logging in, follow the steps below:

1. Select the progress survey link on your Starfish **Home** page.

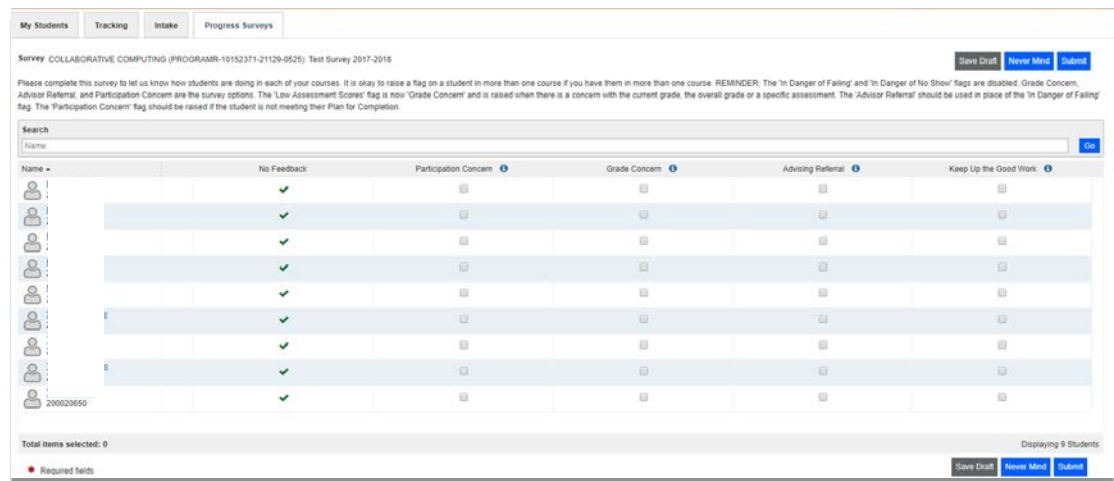
This will direct you to the **Progress Surveys** tab.

(only visible when you have active surveys).

NOTE: If you do not see the **Outstanding Progress Survey** link after you log in, the **Progress Survey** tab will be available when there are active surveys that need to be completed.



2. The selected survey opens, listing your students on the left, and items you may raise across the top.



NOTE: If you have more than one course that needs a survey completed, a drop-down arrow will show next to the survey course name to select the specific course that needs tracking.

- Click the information icon (i) associated with an item to verify whether or not the student can view the flag and related comments.

1018 Production

To raise a flag on a student in more than one course if you leave them in more than one course. REMINDER: The 'In Danger of Failing' or 'Grade Concern' and is raised when there is a concern with the current grade, the overall grade or a specific assessment. The 'Advising Referral' is raised when there is a concern with the student's behavior or academic performance.

Participation Concern	Grade Concern	Advising Referral
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Raise this when a student isn't participating in the course regularly. Instructor to clear flag when student participates.
* This flag is visible to the student

- Check the box for each desired item/ student combination.

Name	No Feedback	Participation Concern	Grade Concern	Advising Referral
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Total items selected: 3

* Required fields

Grade Concern
Enter comments here

Advising Referral
Enter comments here

Grade Concern &

Advising Referral: When these tracking items are checked, it is required to add a comment in the comment box.

Participation Concern: It is optional to add a comment.

If necessary, click the paper icon to the right of the student's name and the comment box will appear.

- Click the **Submit** button **only** when you are finished providing feedback. The items you selected will be raised on your students when you submit the survey.

Important

Once you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you aren't ready to submit your survey.