

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.

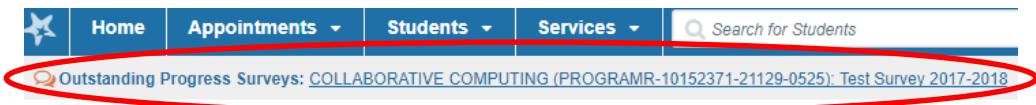
After logging in, follow the steps below:

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

This will direct you to the

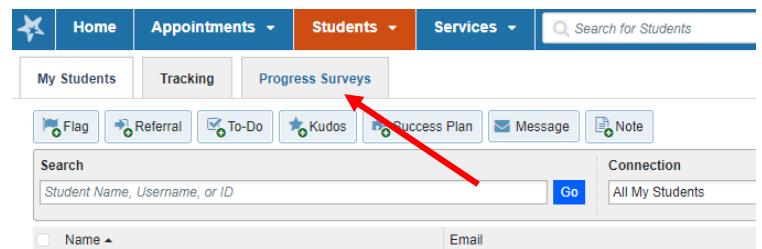
Progress Surveys tab.

(only visible when you have active surveys).



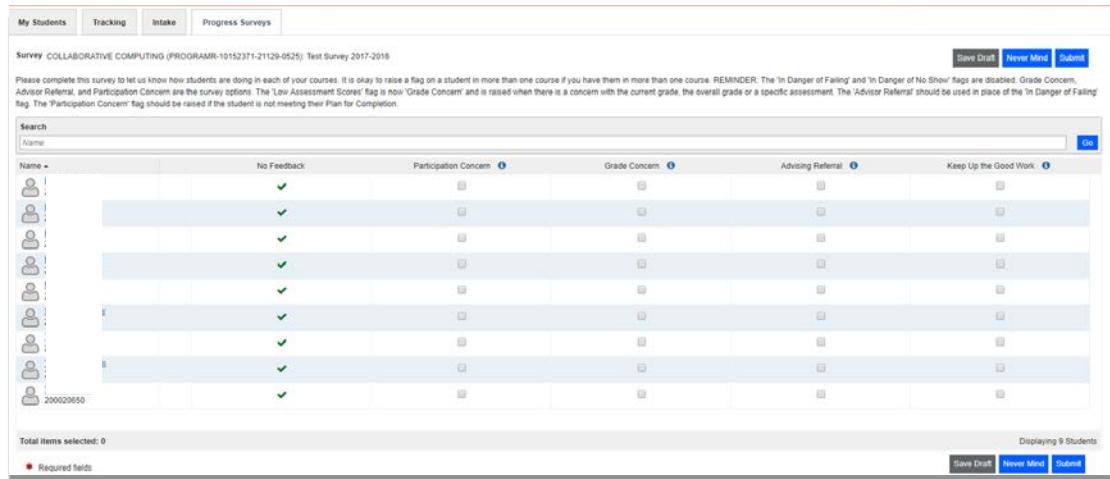
The screenshot shows the Starfish navigation bar with 'Home', 'Appointments', 'Students', 'Services', and a search bar. Below the bar, a message 'Outstanding Progress Surveys: COLLABORATIVE COMPUTING (PROGRAMR-10152371-21129-0525) Test Survey 2017-2018' is displayed, circled in red.

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.



The screenshot shows the Starfish Students page with tabs for 'My Students', 'Tracking', and 'Progress Surveys' (highlighted with a red arrow). Below the tabs are buttons for 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', and 'Note'. A search bar and a 'Connection' section are also visible.

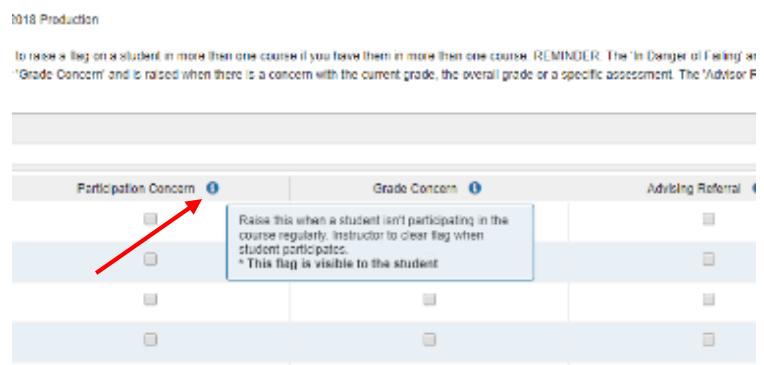
2. The selected survey opens, listing your students on the left, and items you may raise across the top.



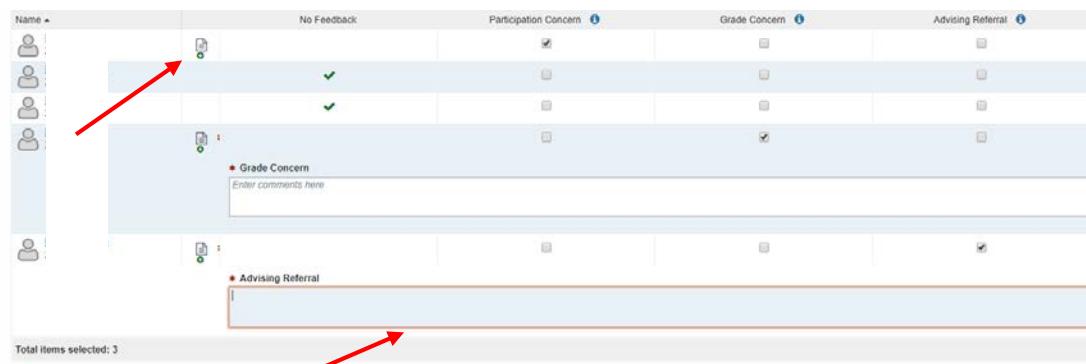
The screenshot shows the 'Progress Surveys' page with a list of students on the left and checkboxes for 'No Feedback', 'Participation Concern', 'Grade Concern', 'Advising Referral', and 'Keep Up the Good Work' across the top. A message at the top explains survey options and flags. A note at the bottom indicates 'Required fields'.

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.

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



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



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.

5. 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.