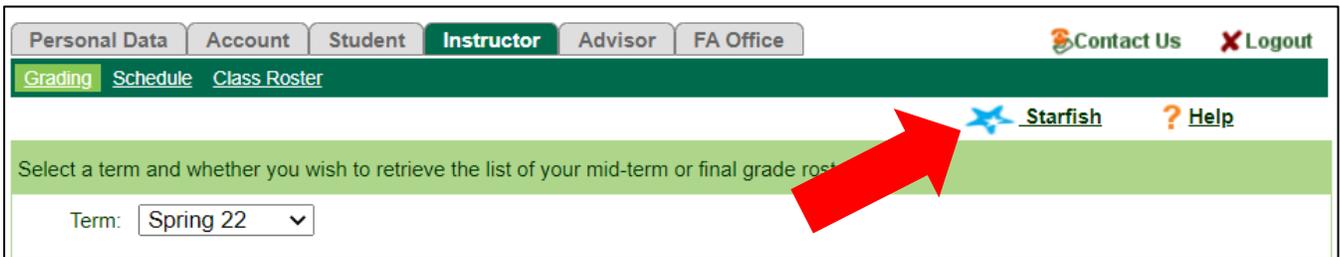


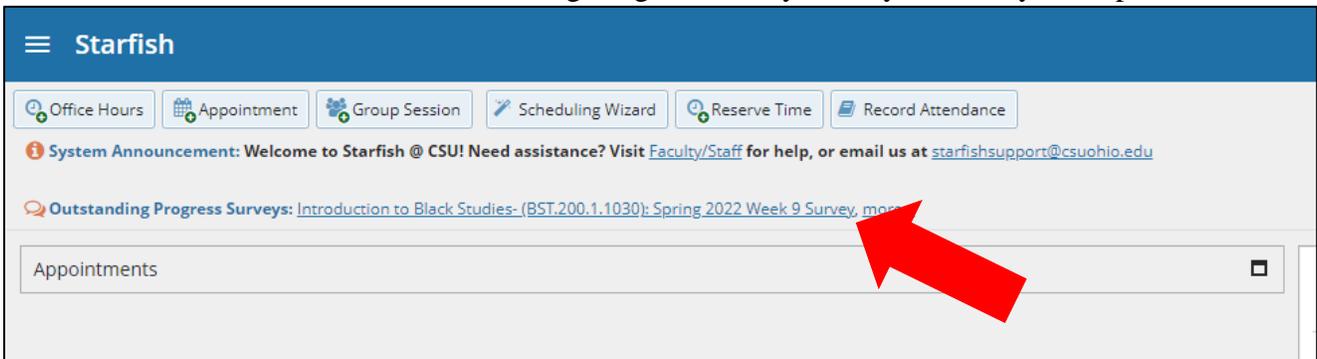
Completing a Progress Survey in Starfish

You will receive an announcement a few days prior to the survey opening. When the survey officially opens, you will be notified again and you can complete it.

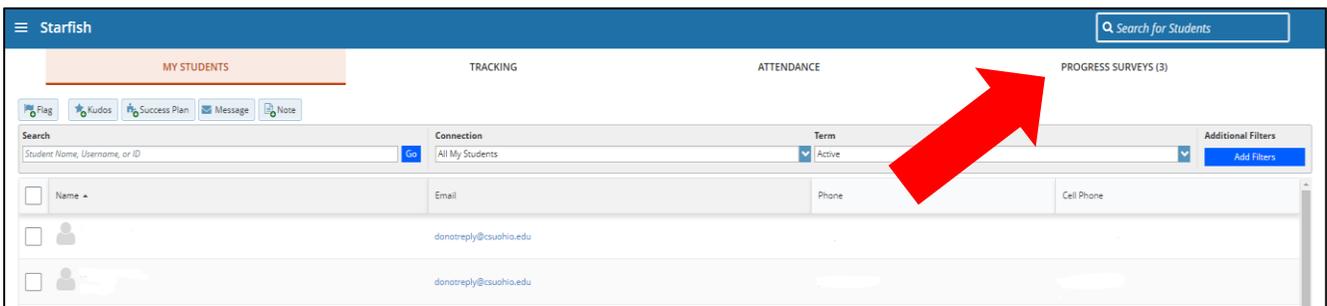
1. You must log in either through CampusNet (click on your 'Instructor' tab, then the Starfish icon) or click the green "LOGIN" button on the main Starfish-Faculty page.



2. Click on the course link next to 'Outstanding Progress Surveys' and your survey will open.



3. You may also click the menu icon in the top-left corner of the screen, then select 'Students'. Next, select the "Progress Surveys" tab. You may have 1 or more surveys to complete. You will complete a survey per course you are instructing.



- Select the course from the drop down box that you'd like to complete a survey for. Your course roster will appear vertically on the left while your options will appear horizontally across the top:

The screenshot shows the Starfish interface with the 'CHOOSE SURVEY' dropdown menu open. A red arrow points to the selected survey option: 'Introduction to Black Studies- (BST.200.1.1030): Spring 2022 Week 9 Survey'. Below the dropdown, there is a table with columns for 'Name', 'Academic Concern', 'Low class participation', 'Low quiz/test scores', and 'Keep up the good work'. Each row has a checkbox in each of these columns.

- Check the appropriate boxes for your students. 'No Concern' is the default setting, so if you don't have a concern for the student, you don't need to check anything.

Name	Academic Concern	Low class participation	Low quiz/test scores	Keep up the good work
[User Icon]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[User Icon]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[User Icon]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- You may check 1 or more boxes for each student. Checking a box allows you to open a 'Comments' section where you can explain your concern. Select the '+' button to the right of the boxes to open the comment section. The 'Academic Concern' will open a *required* comment section. Make sure to fill this out in order to submit the survey.

Name	Academic Concern	Low class participation	Low quiz/test scores	Keep up the good work
[User Icon]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> +

The screenshot shows the expanded comment section for a student. A red arrow points to the 'Academic Concern' section, which is labeled 'Comment required'. Below it, the 'Low class participation' section is labeled 'Comment is optional'. The 'Keep up the good work' section has a '+' button next to it.

- Once you begin the survey, your work is automatically saved. You can return to the survey any time before the survey closes to complete it.
- Once you enter the data for all of your students, click 'Submit'. Repeat these steps for all of your course surveys.

The screenshot shows the bottom of the Starfish interface. A red arrow points to the 'SUBMIT' button. The interface shows a table with checkboxes for 'Academic Concern', 'Low class participation', and 'Keep up the good work'. A 'RESET' button is visible on the left.