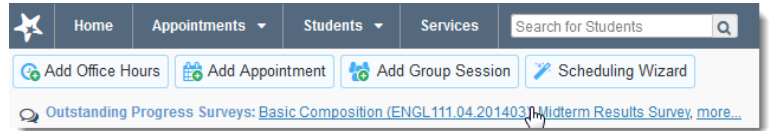


Respond to a Progress Survey

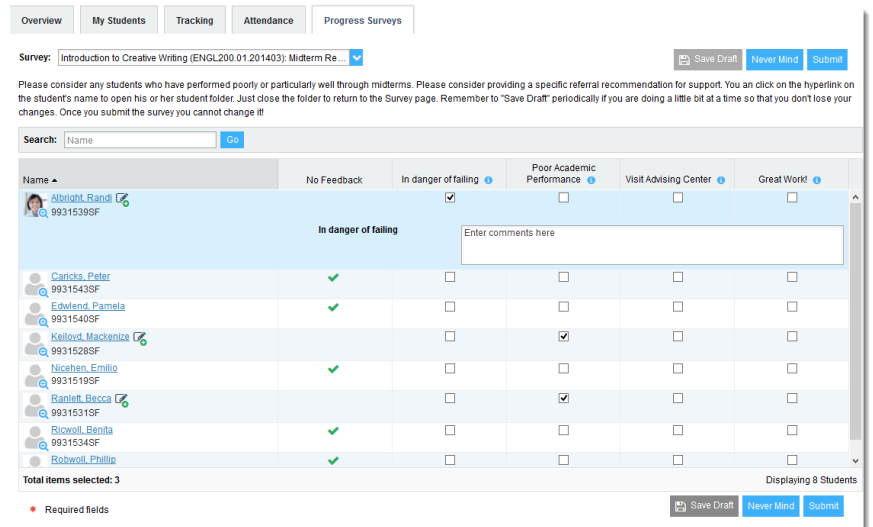
You will receive an email reminder when there is a new survey for you to complete. Each individual survey presents a student roster for one course section on whom you can raise flags.

1. Select the progress survey link on your Starfish **Home** page to go to the **Progress Surveys** tab. (only visible when you have active surveys).



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

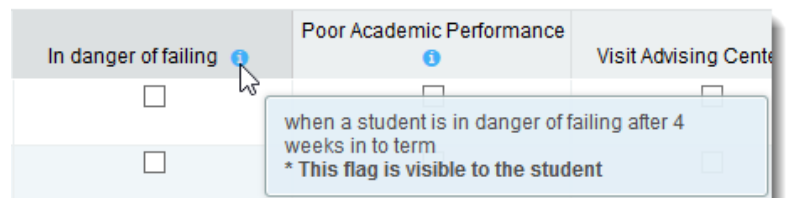
2. Check the box for each desired item/student combination.



Click the comments icon (🗨️) to open a text box for your notes.

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

3. 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 NOTE: 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.**



What if I don't have any Early Warnings?

If you don't have any Early Warnings simply log on, select the course and click "submit". This will submit a "No Feedback" response and tells us that you don't have any Early Warnings to report. Consider sending "Kudos", via the survey, to students who have shown a successful start to the semester.

Notes:

- You may be asked to submit more than one course survey if more than one of your courses has been included in the survey plan for your institution. They will be listed in the drop-down menu on the **Progress Surveys** tab.
- Watch the [Two Minute Tip on completing a progress survey](#) for a demonstration of this feature.