PROGRESS SURVEYS

Starfish Progress Surveys offer an easy way for instructors to provide input on student progress for an entire class at one time. Each survey is a collection of tracking items (Flags, Kudos, and Referrals) that instructors can select and comment on for students in each of their course sections.

Instructors are notified via email when surveys are active, and links to available surveys are presented to them when they log in to Starfish. The survey announcement email will also include the date the survey will close.

Completing a Progress Survey

1.Log into Starfish using your Fredonia e-services username and password.
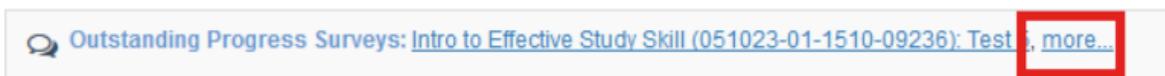 http://home.fredonia.edu/starfish

2. On the top left of your Starfish account main page, you will see the link to your survey(s).
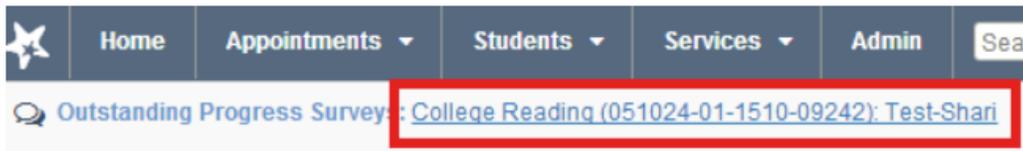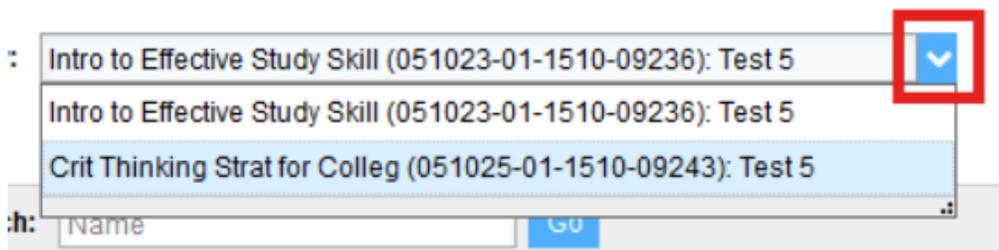

3. Click on the link to access your survey(s).

    If you have more than one class, you will have a survey for each course. Click on "more".

    Then click on the blue arrow.

Select the survey you'd like to complete.

4. Complete the progress survey.

    • Click on the appropriate box for each student for whom you have a concern. You will also have the opportunity to give a kudos to students who are excelling or who have shown improvement.

    • After you have flagged a student or given a kudos, you may add optional comments by clicking on the green icon behind the student's name.

    •**If you do not have concerns about a student**, do not check anything, leave the default "No Concerns" checked., <u>No email is sent to the student.</u>

IMPORTANT:
If you choose to add comments, please remember that students will be able to view the comments in the emails generated after you submit your survey(s). Therefore, comments should be addressed to the student and written in a constructive manner.

5. Once you have completed the survey, click Submit.

     •There is a "Save Draft" option if you do not have time to complete a survey in one sitting.

     •**IMPORTANT**: Saved drafts do not get submitted when the survey closes. Instructors must click Submit before the survey closes for alerts to be sent to the student(s).

     •After a survey is submitted it cannot be re-opened, however you can still manually raise a flag to send an alert to a student.

     •**If there are no students in the course who need an alert, you still need to submit the survey so it is recorded as viewed/complete**.
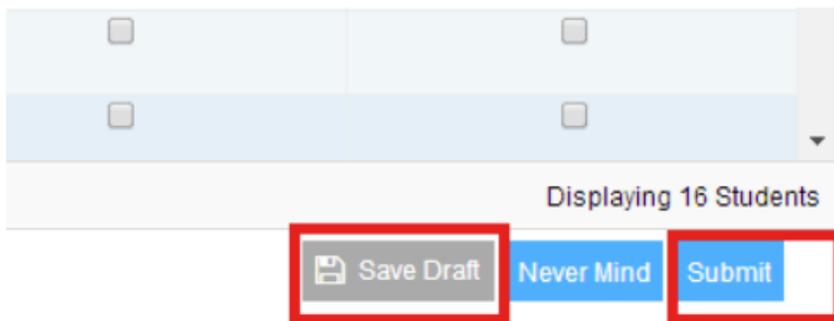
6. A student will get a separate email for each flag you raise.
This email will indicate the flag, encourage the student to talk to you (the instructor), and their advisor if the situation warrants it. It will also provide a link to appropriate campus resources.