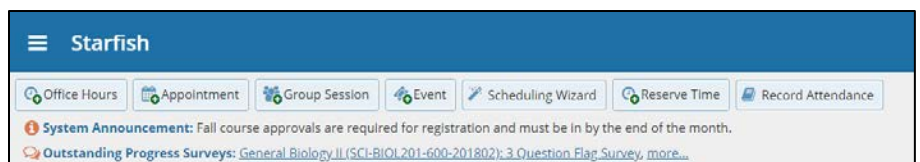




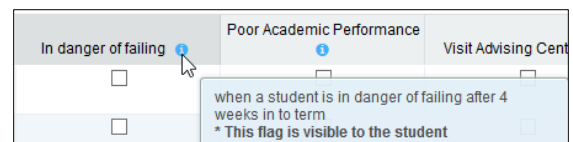
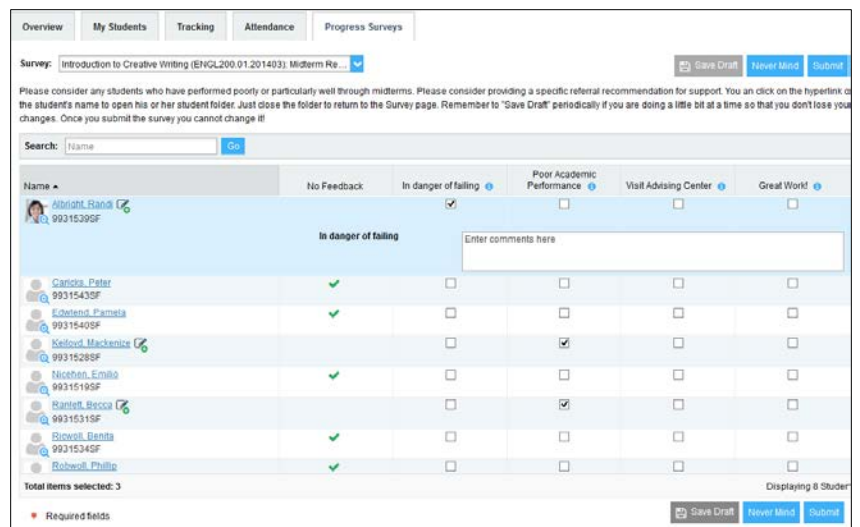
## Respond to a Progress Survey

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 or click on the **Students** link from the Starfish menu and click on 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. When you check a box an icon will appear next to the student's name for you to add additional comments, if desired. In most cases, these comments are sent directly to the student as part of an [automated email](#) that is generated by Starfish once the Progress Survey is submitted. Click the information icon (i) 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. 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. If you don't have any feedback to report, it is important that you still click Submit so we know you have reviewed the survey.

## 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.

Updated 06/14/2018