

UNCW STARFISH

Progress Survey for Instructors

Starfish Progress Surveys are a concise way to raise Flags and Kudos on students during critical points during the semester. You will receive an email announcement when there is a new survey for you to complete along with the date the survey will close.

To complete a Progress Survey:

1. Login to Starfish
2. From your Starfish homepage, click the **Outstanding Progress Surveys** link for the appropriate course

Starfish

Office Hours Appointment Group Session Event Scheduling Wizard Reserve Time Record Attendance

System Announcement: Fall course approvals are required for registration and must be in by the end of the month.

Outstanding Progress Surveys: [General Biology II \(SCI-BIOL201-600-201802\): 3 Question Flag Survey, more...](#)

3. For each student on the class roster, check the box for the flag (or kudo) you want to raise. Click the comments icon { } to add relevant notes. *Flags, Kudos, and Notes are visible to your students.*

Overview My Students Tracking Attendance Progress Surveys

Survey: Introduction to Creative Writing (ENGL200.01.201403): Midterm Re... Save Draft Never Mind Submit

Please consider any students who have performed poorly or particularly well through midterms. Please consider providing a specific referral recommendation for support. You can click on the hyperlink on the student's name to open his or her student folder. Just close the folder to return to the Survey page. Remember to "Save Draft" periodically if you are doing a little bit at a time so that you don't lose your changes. Once you submit the survey you cannot change it!

Search: Name Go

Name	No Feedback	In danger of failing	Poor Academic Performance	Visit Advising Center	Great Work!
Albright, Randi 9931539SF		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caricks, Peter 9931543SF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edwland, Pamela 9931540SF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keiloyd, Mackenzie 9931528SF	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicehen, Emilio 9931519SF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ranlett, Becca 9931531SF	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricwoll, Benita 9931534SF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robwoll, Phillip	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total items selected: 3 Displaying 8 Students

* Required fields Save Draft Never Mind Submit

4. If you have no concerns about a student, do not check anything, but leave the default "No Concerns" checked. No email is sent to the student.

5. Once you have completed the survey, click **Submit**. Starfish will raise the flags or kudos you selected. The appropriate individuals will be notified via their UNCW email.

Important Notes:

Don't click **Submit** until you're done! You cannot modify a submitted survey. Use **Save Draft while working**.

- 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).
- Although you cannot re-open a survey once it is submitted, 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, it is necessary to submit the survey so it is recorded as viewed/complete.

Training Resources:

- This short walk-through video will show you how to [Respond to Progress Surveys](#).

Questions? Email starfish@uncw.edu