# Responding to a Progress Survey

You will receive an email reminder when there is a new Progress Survey (Semester Feedback) for you to complete. Each survey provides a list of students for each of your course sections.

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 survey opens, listing your students on the left, and any feedback you may provide across the top.
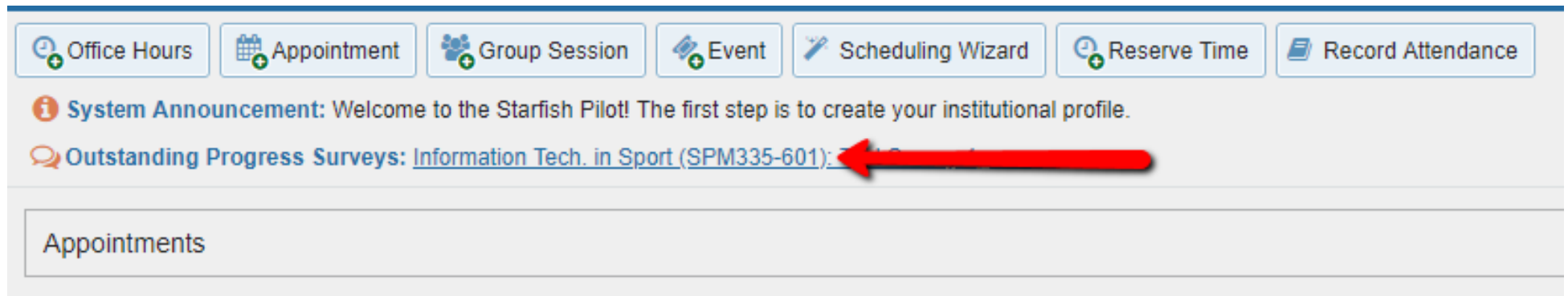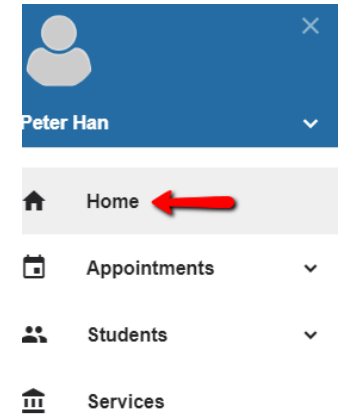
2. Check the box for each desired feedback item you would like to provide for each student (you may select more than one).

| Name ▲		No Feedback	Keep Up the Good Work ⓘ	Attendance Concern ⓘ	Never Attended ⓘ	Work not meeting course expectations ⓘ	Urgent Academic Concern ⓘ
Concepcion, John C00			☑	☐	☐	☐	☐

Click the comments icon ✎ to open a text box in order to provide additional feedback and notes.

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

3. Once you are sure of your selected items and feedback, select 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. The student will be notified feedback has been submitted, as well as individuals in the student support network if appropriate.

IMPORTANT: Once you have submitted the survey you will not have an opportunity to add to or undo your feedback. Use the Save Draft option if you aren't ready to submit your survey.

NOTES:

Watch the Two Minute Tip on completing a progress survey from the Starfish YouTube Channel for a demonstration of this feature:

https://www.youtube.com/watch?v=3zXxAFw-jd0