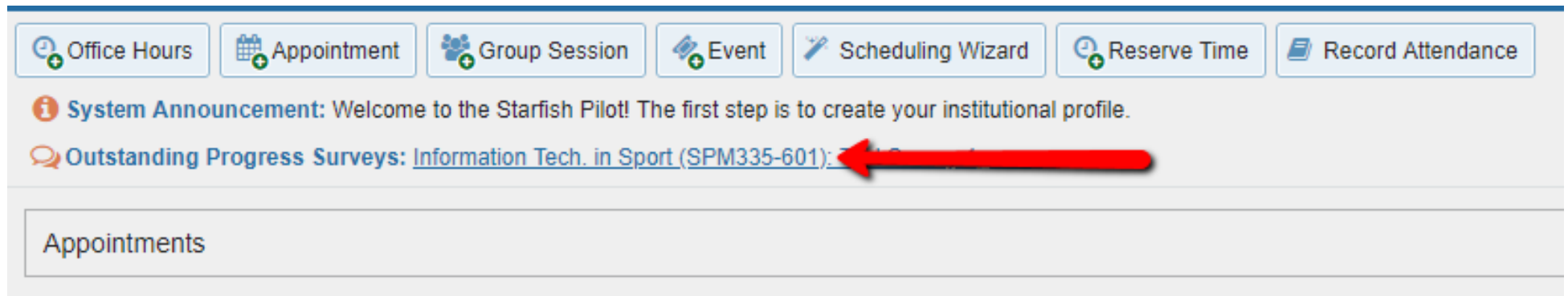
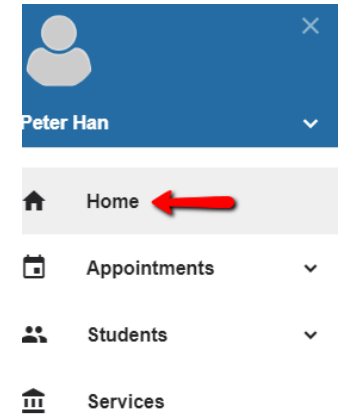


# Responding to a Progress Survey


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 COOP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>













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.

Progress Survey Information Tech. in Sport (SPM335-602): Test Survey #2 Save Draft Never Mind Submit

This is your progress survey for spring 2019. Even if you have no feedback please make sure to click submit.

Search  Go

Name	No Feedback	Keep Up the Good Work 	Attendance Concern 	Never Attended 	Work not meeting course expectations 	Urgent Academic Concern 
 <a href="#">Concepcion, John</a> COC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <a href="#">Conroy, Matthew</a> COC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <a href="#">Cristoforetti, Carly</a> C00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <a href="#">Ducorsky, Alex</a> COC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <a href="#">Duke, Brittini</a> C00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <a href="#">Edwards, Bernard</a> C00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 <a href="#">Esposito Jr, Joseph</a> C00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**\* Urgent Academic Concern**  
Joe, you have missed 3 classes, including the mid-term exam. Are you okay? Please contact me as soon as you can.

Save Draft Never Mind Submit

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>