PROGRESS SURVEYS

Completing the Progress Survey

1. Log into Starfish @ https://und.starfishsolutions.com/starfish-ops/logout/logout.html using your NDUS.Identifier username and password.

2. In the upper left hand corner, 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. For each course, you will have the opportunity to “flag” each of your students for whom you have concerns.

**NOTE:** A student will get a separate email for each flag you place. 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 campus resources such as tutoring, the Writing Center, and study skills assistance.

5. 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.

6. 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.

**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. Below is an example of an email that a student might receive if the instructor adds comments. (Instructor comments are in the red box.)
7. If you choose to add a comment, type in the comment box.

8. You may save the survey in draft until you are finished by clicking on “Save Draft.” Once you are satisfied with your entries, click “Submit.” (Please click “Submit” even if you have not checked any of the boxes. This will ensure that the system recognizes that you have completed the process, so that you do not receive reminder emails.)
**Viewing Flags/Kudos**

To view the flags/kudos you have placed,

1. Log into Starfish @ [https://und.starfishsolutions.com/starfish-ops/logout/logout.html](https://und.starfishsolutions.com/starfish-ops/logout/logout.html) using your NDUS.Identifier username and password.

2. Click on the “Students” tab in the upper right hand corner.

3. Click on “Tracking” tab.

4. Click on the blue arrow behind the role under Connection and select the “Instructor” role. (You may have more than one role.)

5. You should now be able to see the flags/kudos you have placed.

**Clearing/Editing Flags**

If you wish, you may log back in at a later time to clear flags if they have been resolved by the student or to add additional comments.

1. Follow Steps 1-5 from above (Viewing Flags/Kudos).

2. Search for the student by typing the **Last Name, First Name** in the student search box. Then click “Go.”
3. Click on the arrow by the flag.

Jane Doe

Attendance Concern

0999999

4. Choose “Clear Flag” or “Add Comment.”

NOTES:

If you make a mistake and flag the wrong student, you may email Shari Nelson @ shari.nelson@und.edu

The following people will be able to see your progress survey results:

- The flagged student
- The flagged student’s assigned academic advisor(s)
- Student Success Center staff
- One-Stop staff
- The following offices can see the No Show flag only
  - Financial Aid
  - Student Account Services
  - Registrar’s Office

SUPPORT:

1. UND Tech Support – difficulty logging in, etc.
   Phone: (701) 777-6305 (Remain on the line to speak with UND Tech Support)
   Email: UND.techsupport@UND.edu
   Chat: http://techsupport.UND.edu

2. Shari Nelson re: questions regarding the survey, missing course(s), students flagged in error, etc.
   Phone: (701) 777-2117
   Email: shari.nelson@UND.edu