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.

<table>
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<tr>
<th>No Feedback</th>
<th>Attendance Concern (instructor)</th>
<th>In Danger of Failing Assignments/Papers (instructor)</th>
<th>In Danger of Failing Test/Quiz Scores (instructor)</th>
<th>Low Participation (instructor)</th>
<th>No Show (instructor)</th>
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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.)
Shari Nelson is concerned about your academic progress in College Reading.

Based on your scores on tests and quizzes in this course so far, and without a substantial change in your work, you might be in danger of failing this course. Your instructor’s concerns are: First test went well, quizzes are jeopardizing your overall grade. The University of North Dakota has many resources that can aid your effort to improve academic performance and assist with personal concerns. You can find out more about these resources by clicking here.

Please contact your instructor as soon as possible to see what can be done to raise your grade. You should also consider contacting your advisor for resources and suggestions for improvement.

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
   0999999
   Attendance Concern

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

   ![FLAG MENU]
   
   - View Flag Details
   - Clear Flag
   - Assign Flag
   - Add Comment
   - View Student Folder

   **Clearing Flags Raised in Error**

   Follow the instructions above and when clearing the flag, indicate that it was raised in error.

   **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), etc.
      - Phone: (701) 777-0562
      - Email: shari.nelson@UND.edu