

STARFISH PROGRESS SURVEY

Dos and Don'ts

DO

- Submit the survey even if you have no feedback.
 - This will indicate to others, who support that student, that there were no concerns for your course.
- Provide specific comments about your concern(s).
- Consider giving Kudos! (Emails will come from you, the instructor.)
- Download the Starfish user manual from the Starfish website. The manual includes instructions for:
 - Completing a progress survey
 - Manually raising a course flag or kudos
 - For courses not receiving a survey, including part-term courses
 - For students for whom you didn't raise a flag or kudos within the survey
- Review the Starfish website for additional instructions, tips, and features:
 - Office hours and online scheduling
 - Instructor notes
 - General Academic Concern flag
 - Student Behavior Concern flag
 - Student Academic Integrity flag

DON'T

- Miss the deadline to submit your progress survey(s)!
- Submit your surveys until you are sure you are finished.

FAQs

Should I still submit my survey(s) if I have no feedback to give?

Yes! If you have no feedback, still submit the survey. This will show completion and indicate to individuals, who support that student, that there were no concerns for your course.

Why am I not seeing some of my courses?

Not all courses are included. For these courses, you can manually raise flags & kudos. Courses not included:

- Part-term courses
- Research courses
- Dissertation & Thesis courses
- Individual Lesson & Projects
- Independent Study
- Co-ops
- Directed Readings

What do I do if my course has co-instructors?

- Decide who will be submitting the flags and kudos. The other co-instructors should submit the survey with no feedback. **OR**
- Co-instructors can split up students into groups and each can submit flags and kudos for their group of students by providing no feedback for the other students.