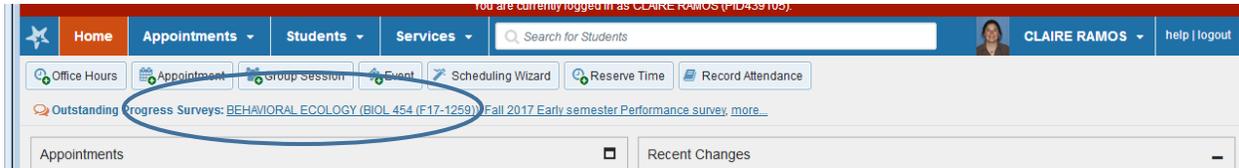
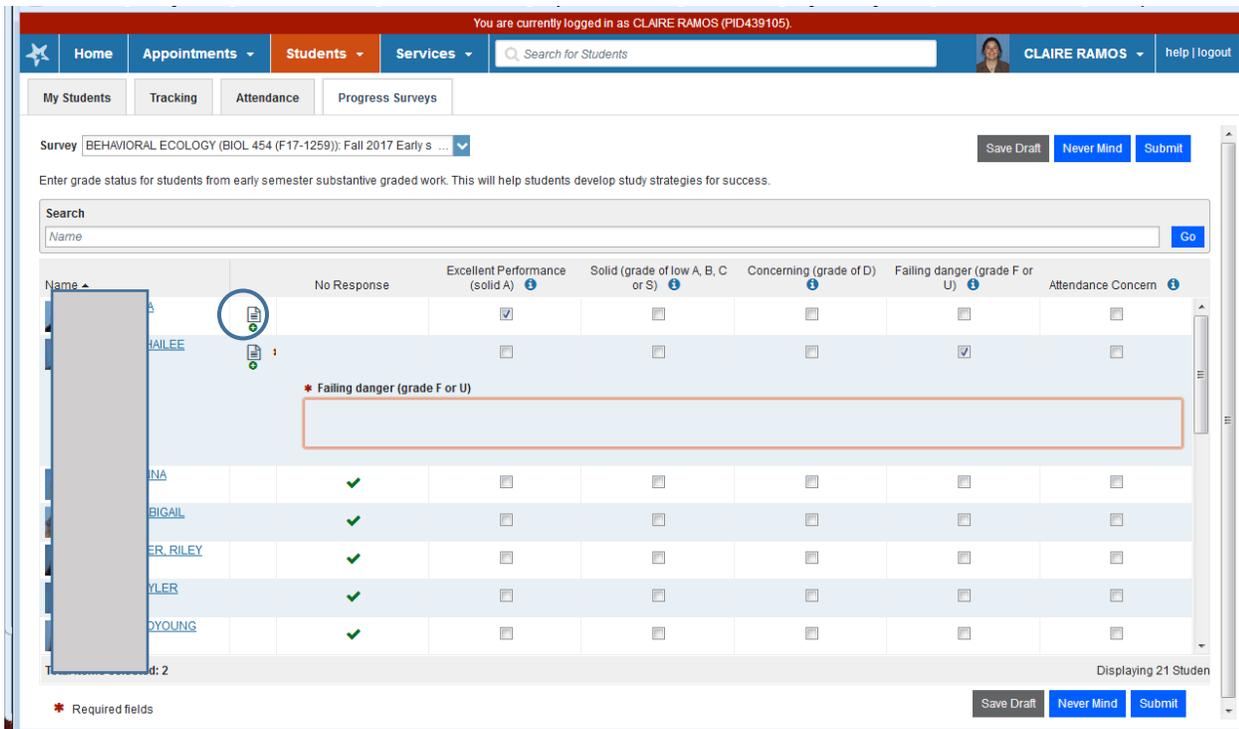


Starfish Progress Survey Response

1. Log in to Starfish through PAWS.
2. Go to your **Home** page, where Outstanding Progress Survey will show at top. Click this link.



3. The **Progress Survey** page will bring up first course list of students.



4. Respond with grade bands (Kudos: Excellent, Solid; Flags: Concern, Failing) and Attendance concern (where appropriate) for each student. (see screen shot above)
5. Comments may be made for each response, by clicking the pen and paper icon next to student name. (circled above) Comments are required for "In Danger of Failing" so comment box* will appear as seen above.

6. Click **Save Draft** at bottom of page if you are not ready to submit. **Never Mind** erases any reporting you have entered in that session.
7. Click **Submit** when you have responded for all students. Once you **submit** the survey for a course section, you cannot access it further.
8. Use the survey drop down box at the top to move to another course section and complete each survey.
9. Students and primary advisors will be notified of the reporting. This information is also visible to athletics and TRIO for grade checks.