

## **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.

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·	K Home	Appointments 👻	Students 👻	Services 🗸	Q Search for Students		CLAIRE RAMOS 👻	help   logout						
	Co Office Hours Appointment Coursession Courses Co													
_	Q Outstanding Progress Surveys: BEHAVIORAL ECOLOGY (BIOL 454 (F17-1259)) Fail 2017 Early semester Performance survey, more													
	Appointments				Recent Changes			-						

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

				You a	are currently log	gged in as CLAIRE RAMOS (P	ID439105).			
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Ay Students	Tracking	Attendance	Progress Su	irveys						
IIVEN BEHAVIO	RAL ECOLOGY (	BIOL 454 (F17-1)	259)): Fall 2017 E	arly s 🗸				Save D	raft Never Mind Subr	mit
ter grade statu	s for students fror	n early semester	substantive grad	ed work. This will I	help students o	develop study strategies for su	ICCESS.			
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Required fi	elds							Save Dra	aft Never Mind Subm	hit

- 4. Respond with grade bands (Kudos: Excellent, Solid; Flags: Concern, Failing) and Attendance concern (where appropriate) for each student. (see screen shot above)
- 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.