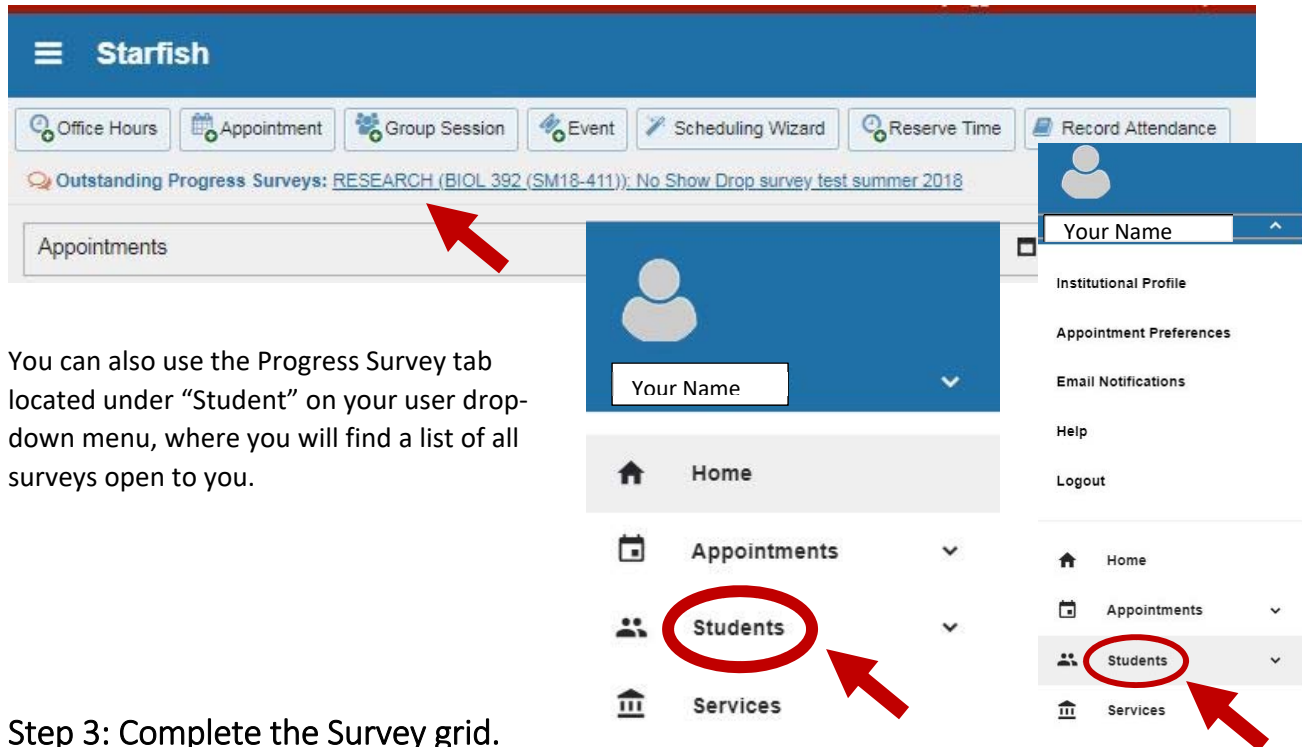


Completing Surveys through Starfish

Step 1: Log in to Starfish through PAWS

Step 2: Click the “Outstanding Surveys” link at the top of the home page

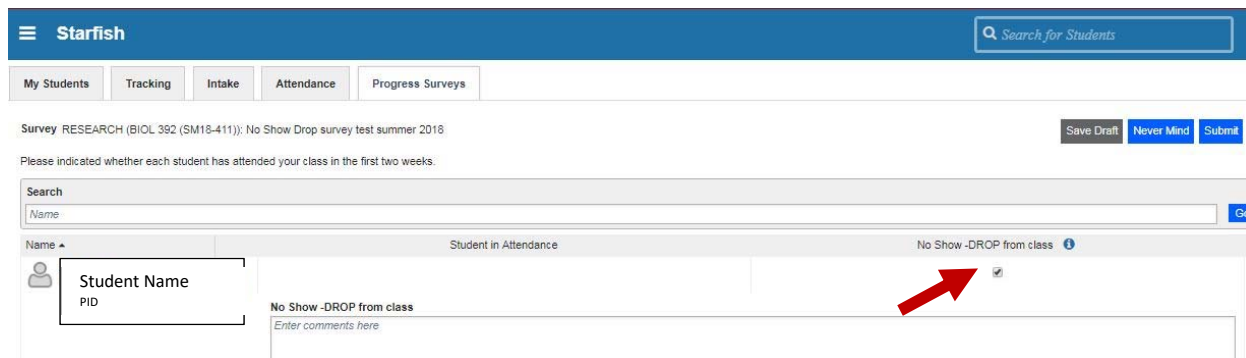


The screenshot shows the Starfish home page. At the top, there is a navigation bar with the Starfish logo and a menu icon. Below the navigation bar, there are several tabs: Office Hours, Appointment, Group Session, Event, Scheduling Wizard, Reserve Time, and Record Attendance. A red arrow points to the "Outstanding Progress Surveys: RESEARCH (BIOL 392 (SM18-411)): No Show Drop survey test summer 2018" link. Below the navigation bar, there is a section for "Appointments". A red arrow points to the "Students" link in the "Students" section. A red arrow also points to the "Students" link in the "Students" section of the user drop-down menu.

You can also use the Progress Survey tab located under “Student” on your user drop-down menu, where you will find a list of all surveys open to you.

Step 3: Complete the Survey grid.

For No-Shows: Check the box next to the name of each student who has **NOT** been in class or contacted you. Comments are optional.



The screenshot shows the Starfish survey grid. At the top, there is a navigation bar with the Starfish logo and a search bar. Below the navigation bar, there are several tabs: My Students, Tracking, Intake, Attendance, and Progress Surveys. The "Progress Surveys" tab is selected. Below the tabs, there is a section for "Survey RESEARCH (BIOL 392 (SM18-411)): No Show Drop survey test summer 2018". Below this section, there is a table with columns: Name, Student in Attendance, and No Show -DROP from class. A red arrow points to the "No Show -DROP from class" checkbox.

For Performance Surveys: Check the appropriate box next to the name of each student to indicate concerns or kudos regarding performance. Comments are **required** for “in danger of failing” (Grade of F, U) flags—the comment box will appear automatically. Comments for all other flags/kudos are optional, and can be accessed using the notepad icon next to the student’s name.

Possible flags:

- Attendance concern
- Excellent performance (Grade of A)
- Solid (Grade of B, C, S)
- Concerning (Grade of D)
- Serious concern (Grade of F, U – early)
- In danger of failing (Grade of F – mid-semester)

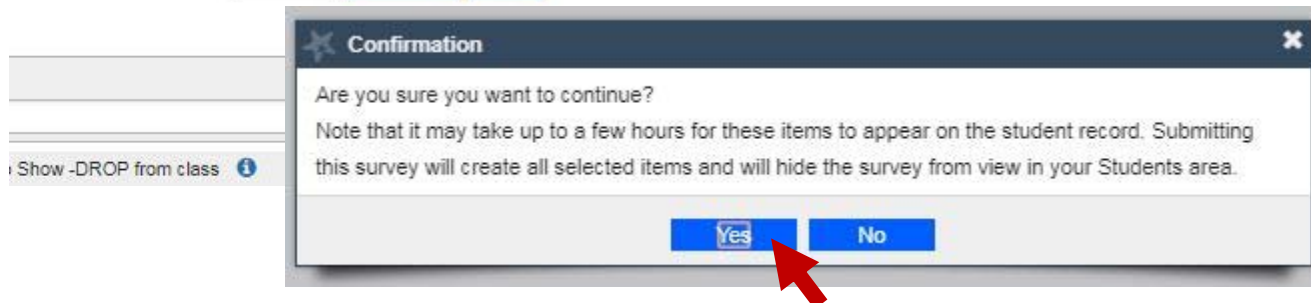
Step 4: Submit Survey.



Click the blue "Submit" button in the top right corner **ONLY** when finished. If you do not finish and have to come back, click the grey "Save Draft" button to the left.



Remember also to select "Yes" on the confirmation prompt that appears after you hit submit!



For No Show DROP: You will receive a confirmation email for each student to be dropped (any student marked as not attending at the end of the drop period). Students and advisors are also notified.

For Performance Surveys: Students and primary advisors will receive email notifications for "in danger of failing" flags.

Frequently Asked Questions

Q: What if I submit the survey before I've completed it for all students?

A: Return to the "Students" Menu (see step 2 for image) and select the course section for which you still have students to flag. In that section's class list, raise flags as appropriate for each student manually.

Performance Surveys

Q: What if an incorrect grade flag is raised for a student?

A: Return to the "Students" Menu (see step 2 for image) and select the course section the student attends. In the class list, you can manually clear the flag for that student or select the correct flag.

No Shows

Q: What if all my students are present?

A: The default response is 'student is enrolled', so simply open the survey and click Submit (no selections req'd).

Q: What if a No-Show DROP flag is raised for a student who is present or contacts me before the drop date?

A: Return to the "Students" Menu (see step 2 for image) and select the course section the student attends. In the class list, you can manually clear the flag for that student; this prevents them from being dropped from the class.