Starfish Guide: Completing a Progress Survey

Starfish Progress Surveys are a concise way to raise Flags and Kudos on students during critical points during the semester. You will receive an email announcement when there is a new survey for you to complete. This email will include a list of the surveys for you to complete. Each individual survey presents you the roster of students for one course. The survey announcement email will also include the date the survey will close.

To complete a Progress Survey

1. Access Starfish via the MyBSU portal
2. From your Starfish homepage, click the survey link for the appropriate course
3. Complete the progress survey
   For each student on the class roster, check the box for the flag (or kudo) you want to raise.
   - When you select a tracking item in the survey, a green check mark will appear by the students name
• Click on the green + and type your comment in the text box, comments should be addressed directly to the student

• If you do not have concerns about a student, do not check anything, leave the default “No Concerns” checked. No email is sent to the student.

4. Once you have completed the survey, click Submit

• There is a “Save Draft” option if you do not have time to complete a survey in one sitting.

• IMPORTANT: Saved drafts do not get submitted when the survey closes, instructors must click submit before the survey closes for alerts to be sent to the student(s)

• After a survey is submitted it cannot be re-opened, however you can still manually raise a flag to send an alert to a student.

• If there are no students in the course who need an alert, you still need to submit the survey so it is recorded as viewed/complete

5. Starfish will raise the flags or kudos you selected. The appropriate individuals will be notified.