

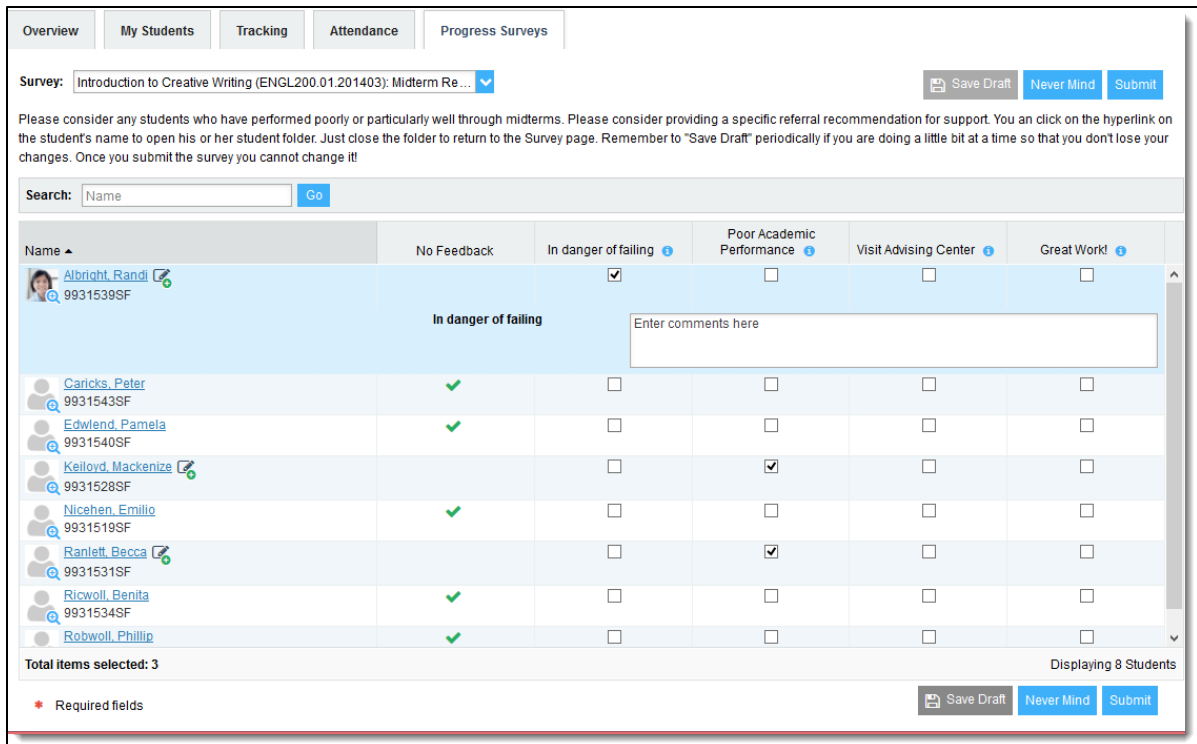
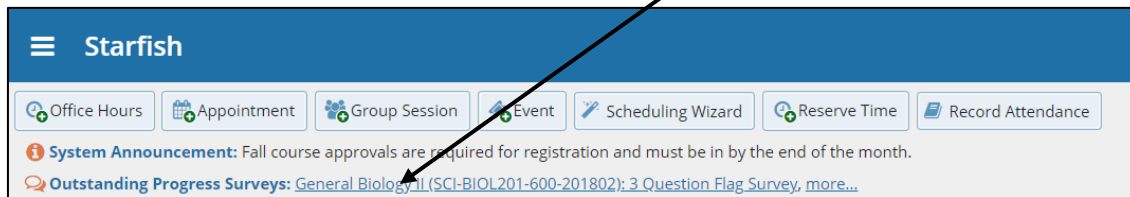
Starfish Guide: Completing a Progress Survey



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 **Outstanding Progress Surveys** link for the appropriate course



3. For each student on the class roster, check the box for the flag (or kudo) you want to raise.
4. Click the comments icon (🗒️) to add notes.

5. **If you have no concerns about a student**, do not check anything, but leave the default “No Concerns” checked. No email is sent to the student
6. Once you have completed the survey, click **Submit**
7. Starfish will raise the flags or kudos you selected. The appropriate individuals will be notified via their BSU email.

Important Notes:

Don't click **Submit** until you're done! You cannot modify a submitted survey. Use **Save Draft** if you aren't ready to submit your survey.

- 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)
- Although you cannot re-opened a survey once it is submitted, 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, it is necessary to submit the survey so it is recorded as viewed/complete