



Respond to a Progress Survey for students in your courses

Albright, Randi (%) 9931539SF

Caricks, Peter 9931543SF

Edwlend, Pamela 9931540SF

Nicehen, Emilio 9931519SF

Ranlett Becca 9931531SF

Robwoll, Phillip

Total items selected: 3

· Required fields

Keiloyd, Mackenize 6

You will receive an email reminder when there is a new survey for you to complete. Each individual survey presents a student roster for one course section on whom you can raise flags.

Survey: Introduction to Creative Writing (ENGL200.01.201403): Midterm Re...

 Select the progress survey link on your Starfish Home page to go the Progress Surveys tab. (only visible when you have active surveys).

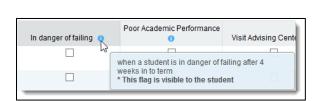


The selected survey opens, listing your students on the left, and items you may raise across the top.

Check the box for each desired item/ student combination.

Click the comments icon () to open a text box for your notes.

Click the information icon (1) associated with an item to verify whether or not the student can view the flag and related



v

•

Displaying 8 Stu

3. Click the **Submit** button *only* when you are finished providing feedback. The items you selected will be raised on your students when you submit the survey.

Important

comments.

Once you have submitted the survey, you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you aren't ready to submit your survey.

Notes:

You may be asked to submit more than one course survey if more than one of your courses has been included in the survey plan for your institution. They will be listed in the drop-down menu on the Progress Surveys tab.

Watch the <u>Two Minute Tip on completing a progress survey</u> for a demonstration of this feature.