How to Complete a Progress Survey in Starfish

*Available to 1000- and 2000- level courses only. Progress surveys are only available during certain points of the semester. Faculty teaching 1000- and 2000- level courses will receive an email when a progress survey is active.

**If you receive an invitation to complete a progress survey and do not have any concerns about any of your students, please submit the progress survey to notify student support services that you do not have any concerns.

1. Log in to Starfish (access via Canvas).
2. Click on the bars in the Upper left-hand corner on the Starfish site.
3. Click on Students.
4. Click on the Progress Surveys tab.
5. Select the course for which progress survey you would like to complete from the progress survey dropdown.
6. Place a checkmark in the box of the flag column in the row of the student(s) that best represents the concern that you have for student(s) in this course. Once you place a checkmark in the box, you will see a comment icon ( ) that, if clicked on, will allow you to add additional notes or comments for that student.
7. Click Submit.

Tracking: You may track the progress of a student you alerted in Starfish. For instructions on how to track a flag in Starfish visit the Faculty Resource Center’s website (www.uccs.edu/frc/teaching_resources/starfish).