



COMPLETE THE EARLY ALERT PROGRESS SURVEY IN STARFISH

Click on the



Button on main Kutztown University Webpage and select the Starfish icon

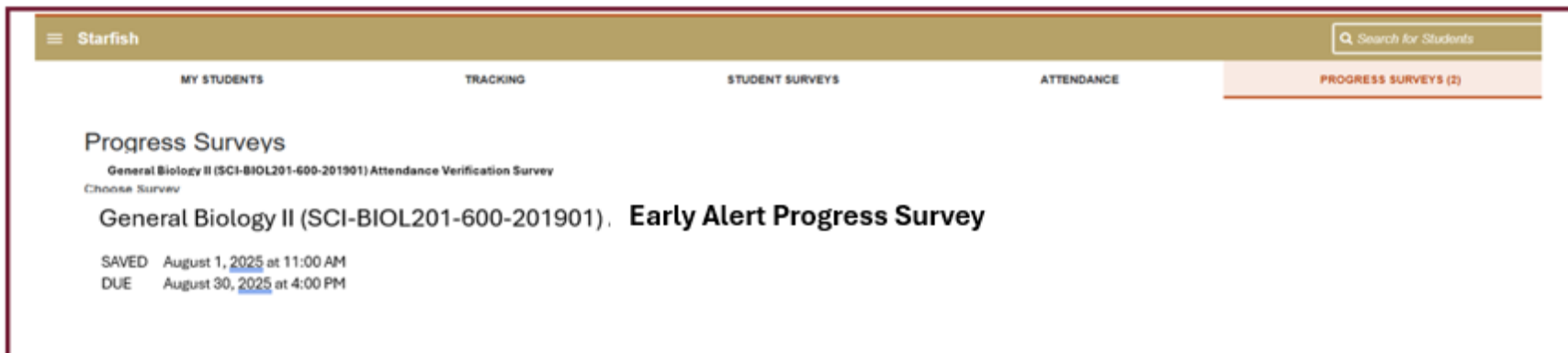


Select the menu options button



in the top-left corner of the screen, then select “Students”.

Next, click on the “Progress Survey” tab in top-right corner of screen



In the top-left corner of screen:

- Displays the title and the number of items included in the survey.
- Displays the date and time the survey was auto saved.
- Displays the due date for the survey.
- Displays the description of the survey.
- To search for a specific student for the survey, select **Search** and enter the student's name, then select **Search**.
- Select **RESET** to clear ALL of the work you've done so far and start over.

Completing the Survey:

1. Place a checkmark in the appropriate box for each student. **It is not necessary** to check a box for every student.



KUDOS

- a. **You are Off to a Great Start:** Raise this kudo for students who have started strong to encourage them to finish strong.
- b. **Keep Up the Good Work:** Raise this kudo for students who are performing well.
- c. **Custom Flag-Kudos:** Customizable Kudos sent to student- Blank template requires comments.

Students receive emails.



FLAGS (Please be sure to select your course and add comments to student if appropriate)

- a. **Attendance Concern:** Raise this when a student has excessive absences or has missed 3 or more consecutive class sessions. This flag can also be raised for excessive tardiness.
- b. **Missing/Late Assignments:** Raise this flag when a student is missing assignments or late with assignments.
- c. **Low Scores:** Raise this flag when a student has low scores on assignments/quizzes/tests in a course.
- d. **Custom Flag-Academic Concern:** Use this flag to create a customized message to a student regarding academic concerns. *Message is entered in comments box.





Students will receive email notification. Comments will be visible in the email.

2. As you are completing the survey, Starfish saves your work as long as you are connected to the internet. If you need to check when your work was last saved, refer to the **Saved** date at the top of the survey.
3. When you have finished providing feedback, select **Submit** to complete the survey. You will be unable to re-access the survey once submitted.

Caution: Selecting Submit submits all progress surveys for all students in the entire class section.

Place a checkmark in the box of the student(s) for which you have feedback 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. It is NOT necessary to check a box for every student. Comments are also optional. NOTE: The survey autosaves in case you need to step away or finish at another time. IMPORTANT: Once you hit SUBMIT the survey cannot be altered.

Search | i

Name	You Are Off to a Great Start	Keep Up the Good Work	Kudos - Customize	Attendance Concern	Missing/Late Assignments	Missing/Late Assignments	Custom Flag-Academic Concern
 Jones, Ann	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Avalanche	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Golden, Bear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Smith, Jon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESET

SUBMIT

4. When you select Submit, a warning message displays "**Are you sure you want to submit this survey for ALL students in this section?**

Are you sure you want to submit this survey for **ALL** students in this section?

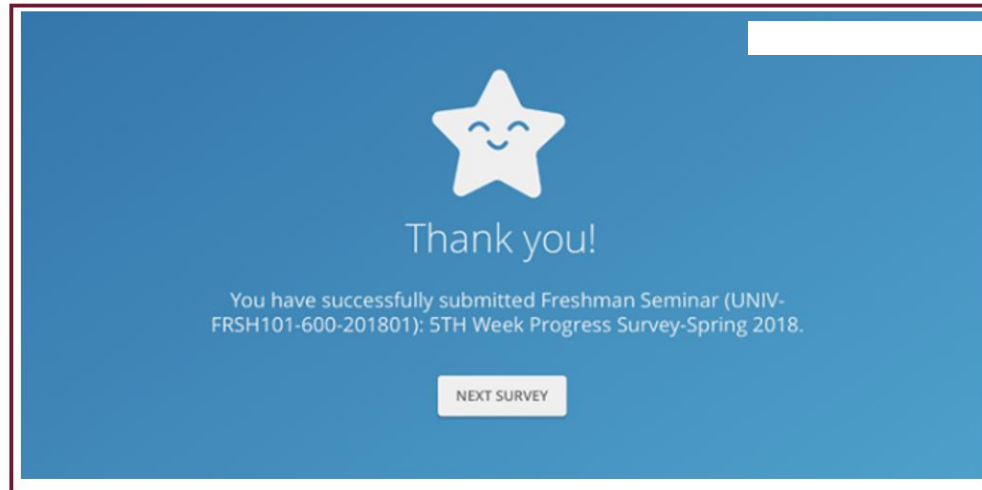
You will not be able to view or edit this survey after you submit it. It may take a few hours for these items to appear on each student's record.

CANCEL

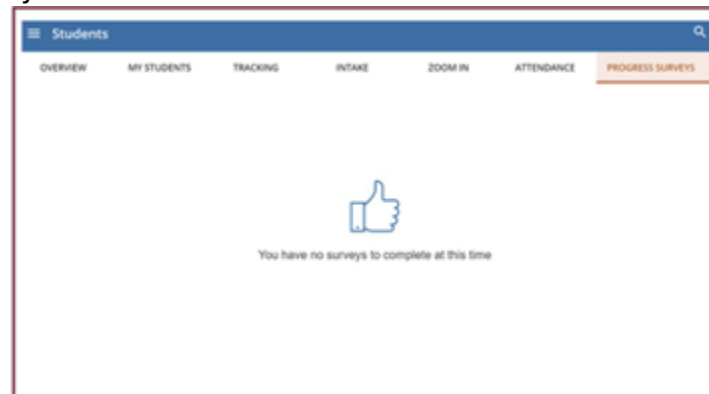
SUBMIT

Caution: You will not be able to view or edit this survey after you submit it. It may take a few hours for these items to appear on each student's record.

5. A confirmation message displays indicating you have successfully submitted the survey. If you have additional surveys to complete, you will be prompted to proceed to the next survey.



If you have submitted all of your surveys, a "thumbs up" confirmation displays, instead, and the Progress Surveys tab will indicate that you have no active surveys.



Questions or assistance, please contact Starfish at starfish@kutztown.edu or 610-683-4106.