PROGRESS SURVEY DETAILS & INSTRUCTIONS

Common questions:

What if I want to write my own message or add more details?

- When using a custom academic concern flag or custom kudos, there is no template and comments are required.
- When using a flag with a template, when you check off the box to raise the flag, you will see a small note icon appear next to the student's name. Click that icon to add a comment (optional).

*PLEASE NOTE- The student can see your comments.

Where can I see the email the student received when I raise a flag?

- To see details of messaging templates, please visit the Starfish D2L. All faculty and staff have access to this D2L.

How do I access the Progress Survey for my course(s):

- Log in to Starfish and use the progress Survey tab or use the link provided in the email you received from Starfish.

    1. Once you reach the survey grid, simply check the box next to the particular student's name for whom you would like to report progress. It is NOT necessary to check a box for every student.

    2. 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. The student can see these comments. Comments are required in custom flags. Comments are optional for all other flags. Message templates can be viewed in Starfish D2L.

    3. You will receive a confirmation email.

    4. Items you raise will be addressed by the appropriate office/individual.

What if I don't complete the survey in its entirety and need to step away?

- The progress survey will autosave if you need to step away.

Can I change my survey once submitted?

- Once a survey is submitted it cannot be changed.

What if I need additional help?

- **Please email starfish@kutztown.edu or call 610-683-4106.**