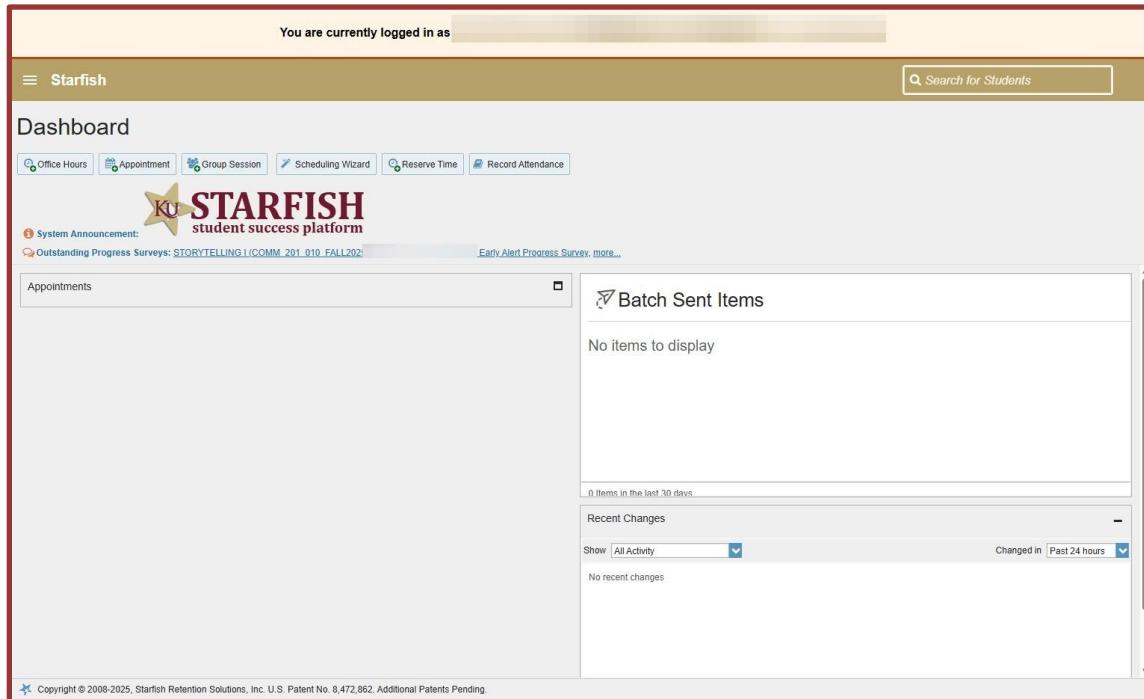




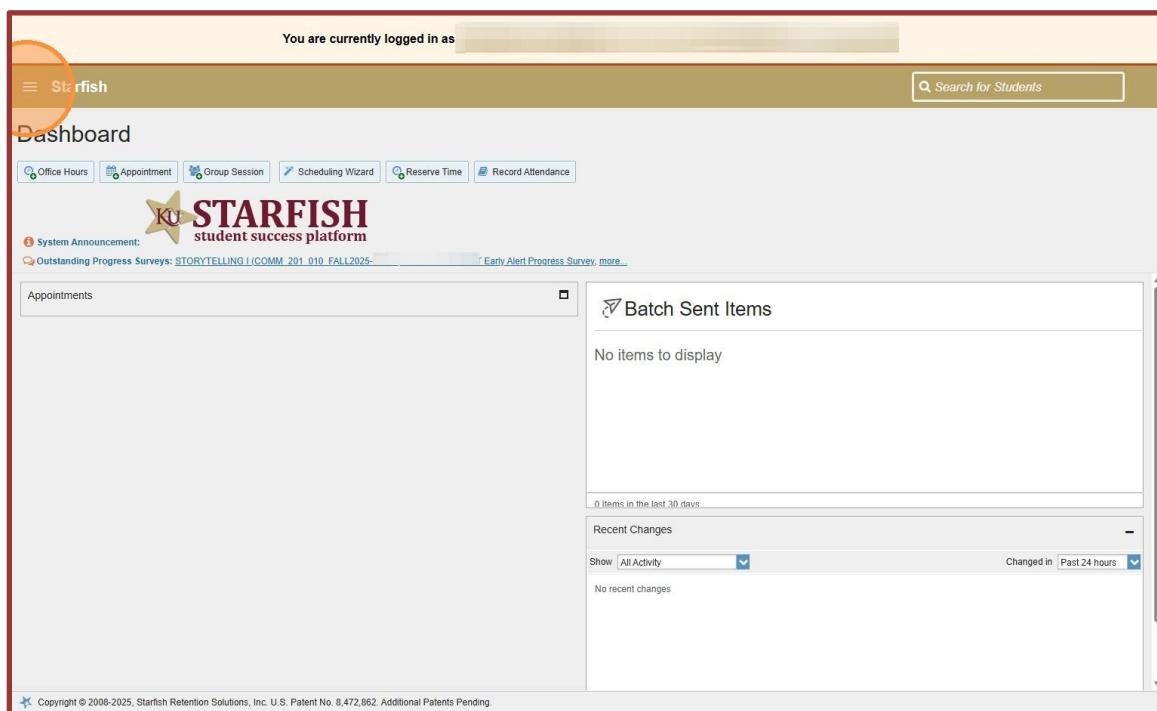
How to Submit the Early Alert Progress Survey in Starfish

1. Navigate to Starfish



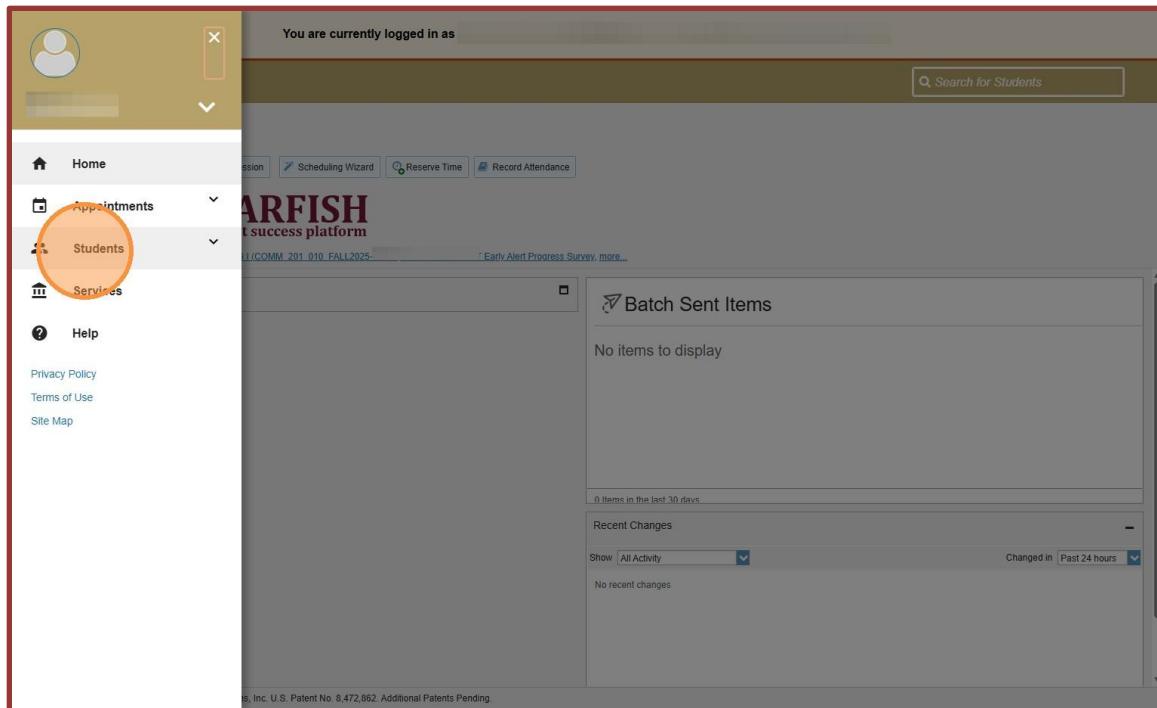
This screenshot shows the Starfish student success platform dashboard. At the top, there is a navigation bar with a 'Starfish' logo and a 'Search for Students' input field. Below the navigation bar is a 'Dashboard' section. On the left, there is a sidebar with links for 'Office Hours', 'Appointment', 'Group Session', 'Scheduling Wizard', 'Reserve Time', and 'Record Attendance'. The main content area on the right shows a 'Batch Sent Items' section with a message 'No items to display'. Below this is a 'Recent Changes' section with a message 'No recent changes'. At the bottom of the page, there is a copyright notice: 'Copyright © 2008-2025, Starfish Retention Solutions, Inc. U.S. Patent No. 8,472,862. Additional Patents Pending.'

2. Click on the hamburger "menu" in top left-corner of the screen



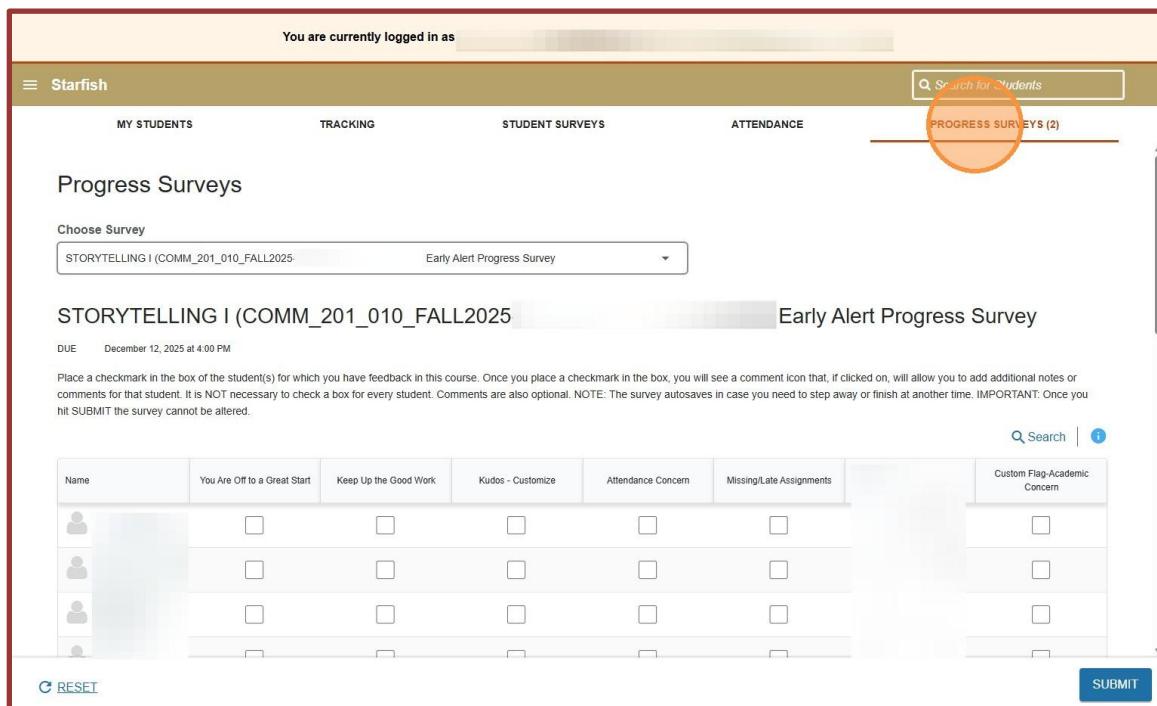
This screenshot is identical to the one above, showing the Starfish dashboard. However, a large orange circle highlights the top-left corner of the screen, specifically the area where the hamburger menu icon is located. The rest of the interface is the same as the first screenshot.

3. Select "Students"



4. Select "Progress Surveys" tab in top-right 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



5. To search for a specific student, select "Search"

You are currently logged in as

≡ Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (2)

Progress Surveys

Choose Survey

STORYTELLING I (COMM_201_010_FALL2025) Early Alert Progress Survey

STORYTELLING I (COMM_201_010_FALL2025) Early Alert Progress Survey

DUE December 12, 2025 at 4:00 PM

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.

Name	You Are Off to a Great Start	Keep Up the Good Work	Kudos - Customize	Attendance Concern	Missing/Late Assignments	Custom Flag-Academic Concern
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESET **SUBMIT**

6. Type student's name in the box and press "Enter"

You are currently logged in as **Starfish**

MY STUDENTS **TRACKING** **STUDENT SURVEYS** **ATTENDANCE** **PROGRESS SURVEYS (2)**

STORYTELLING I (COMM_201_010_FALL2025- [REDACTED]) Early Alert Progress Survey

SAVED December 10, 2025 at 10:25 AM
DUE December 12, 2025 at 4:00 PM

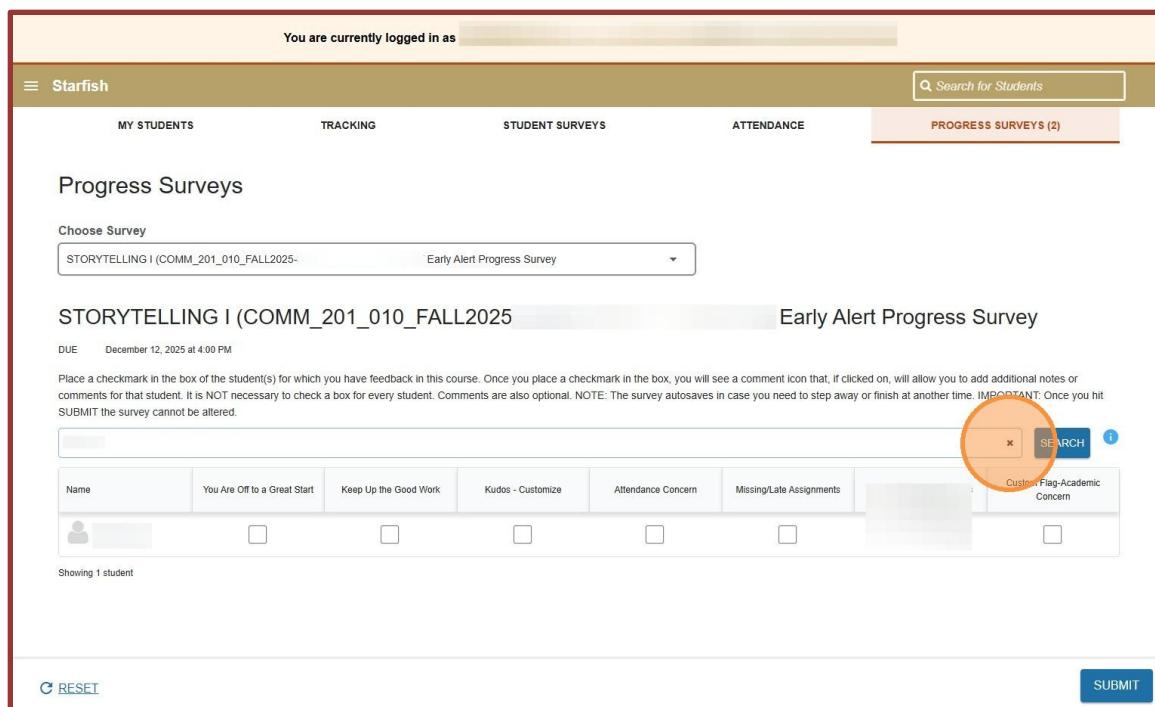
Place a checkmark in the box of the student(s) for which you have feedback in this course. Once you place a checkmark in the box, you will see a comment icon that, if clicked on, will allow you to add additional notes or comments for that student. It is NOT necessary to check a box for every student. 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.

Name	You Are Off to a Great Start	Keep Up the Good Work	Kudos - Customize	Attendance Concern	Missing/Late Assignments	Custom Flag-Academic Concern
 [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 
 [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 
 [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 
 [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>   

Custom Flag-Academic Concern
Make an appointment with your professor

RESET **SUBMIT**

7. To return to the complete list of students in the course, click on the "X"



You are currently logged in as

Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (2)

Search for Students

Progress Surveys

Choose Survey

STORYTELLING I (COMM_201_010_FALL2025) Early Alert Progress Survey

DUE December 12, 2025 at 4:00 PM

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.

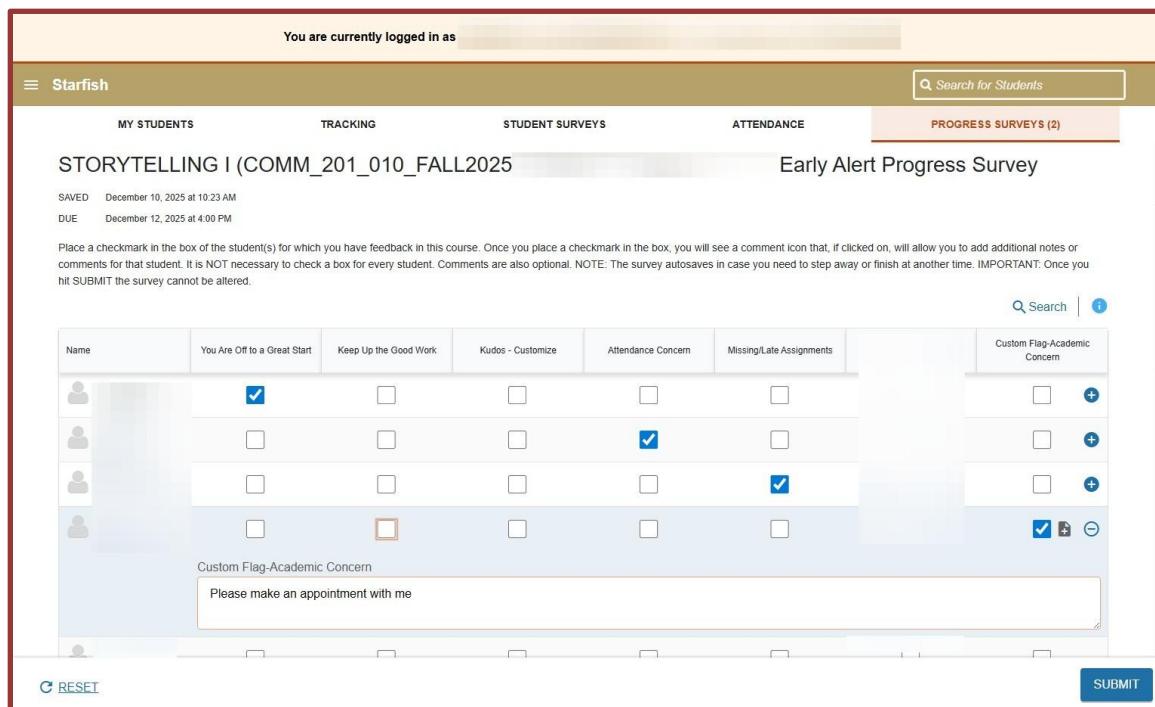
Name	You Are Off to a Great Start	Keep Up the Good Work	Kudos - Customize	Attendance Concern	Missing/Late Assignments	Custom Flag-Academic Concern
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 student

RESET SUBMIT

8. Select the appropriate feedback in the box(boxes) to the right of each student's name (Comment boxes are available for each box)
Comments are required for the following:

- Kudos - Customize
- Custom Flag-Academic Concern



You are currently logged in as

Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (2)

Search for Students

STORYTELLING I (COMM_201_010_FALL2025) Early Alert Progress Survey

SAVED December 10, 2025 at 10:23 AM
DUE December 12, 2025 at 4:00 PM

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.

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

Custom Flag-Academic Concern

Please make an appointment with me

RESET SUBMIT

9. If you want to clear ALL the work you've done so far and start over select "Reset"

You are currently logged in as

Starfish

MY STUDENTS
TRACKING
STUDENT SURVEYS
ATTENDANCE
PROGRESS SURVEYS (2)

Name	You Are Off to a Great Start	Keep Up the Good Work	Kudos - Customize	Attendance Concern	Missing/Late Assignments	Custom Flag-Academic Concern
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Custom Flag-Academic Concern						  
Please make an appointment with me						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 RESET
SUBMIT

10. Click "Reset"

11. A box will appear that your changes were discarded, and you may continue to complete the survey

Please note the survey only displays 25 students per page. If your course roster is larger than 25 students, you must scroll to the bottom of the page and navigate to the next page to provide feedback on all your students.

You are currently logged in as

Starfish

Search for Students

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (2)

Search

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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> +
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> +
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12. After you completed the survey, select "Submit"

You are currently logged in as

☰ Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (2)

Choose Survey

STORYTELLING I (COMM_201_010_FALL2025- Early Alert Progress Survey ▾

STORYTELLING I (COMM_201_010_FALL2025 Early Alert Progress Survey

SAVED December 10, 2025 at 10:25 AM
DUE December 12, 2025 at 4:00 PM

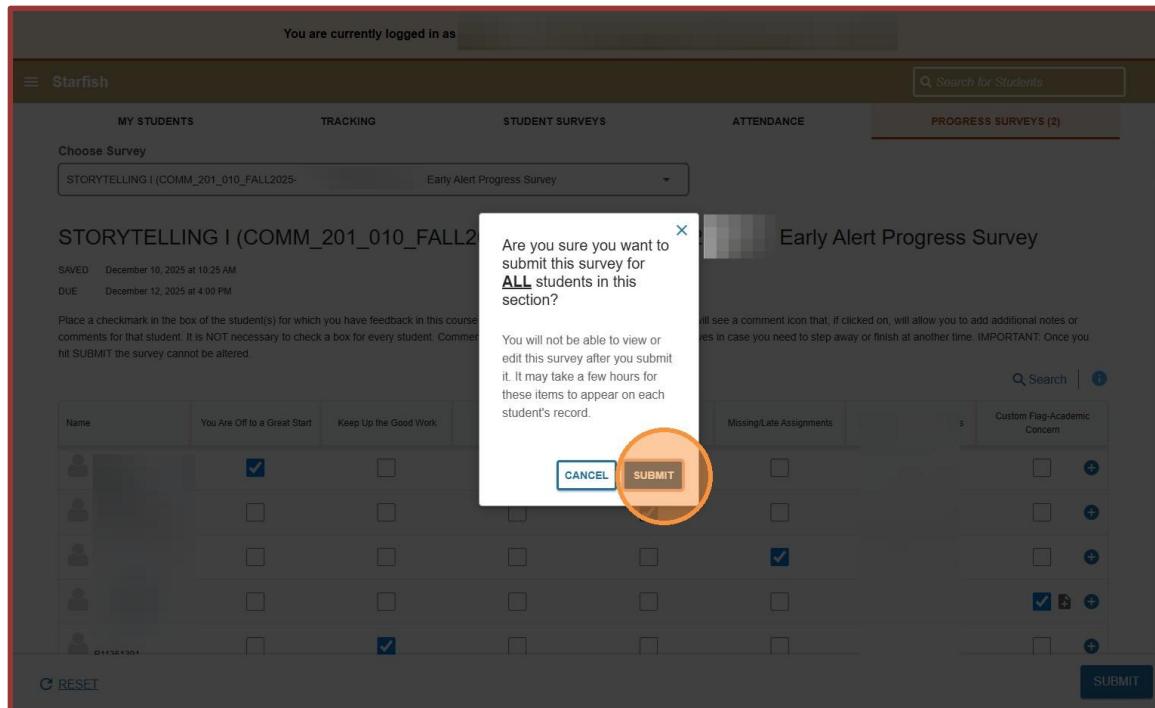
Place a checkmark in the box of the student(s) for which you have feedback in this course. Once you place a checkmark in the box, you will see a comment icon that, if clicked on, will allow you to add additional notes or comments for that student. It is NOT necessary to check a box for every student. 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 

Name	You Are Off to a Great Start	Keep Up the Good Work	Kudos - Customize	Attendance Concern	Missing/Late Assignments	Custom Flag-Academic Concern
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 **RESET**  **SUBMIT**

13. Click "Submit"



14. You have successfully submitted your survey

