

How to Complete a Progress Survey in Starfish

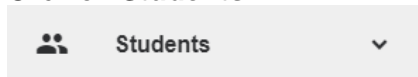
**Available to 1000- and 2000- level courses only. Progress surveys are only available during certain points of the semester. Faculty teaching 1000- and 2000- level courses will receive an email when a progress survey is active.*

***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.*

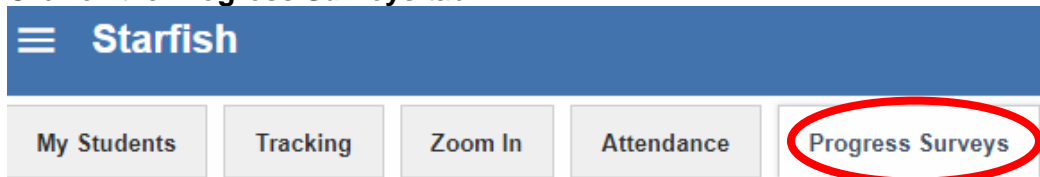
1. Log in to [Starfish](#) (access via Canvas).
2. Click on the bars in the Upper left-hand corner on the Starfish site.



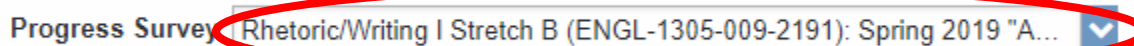
3. Click on **Students**.



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).