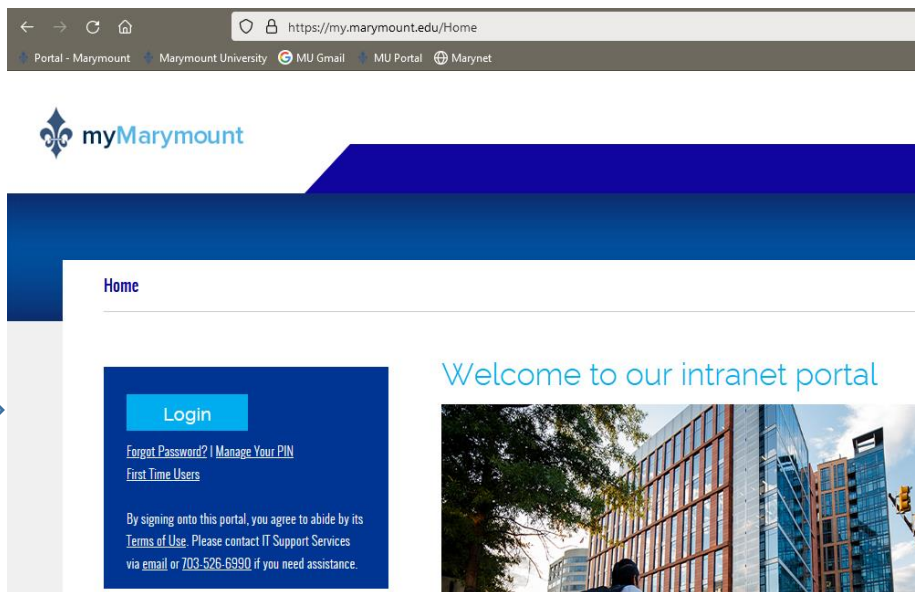
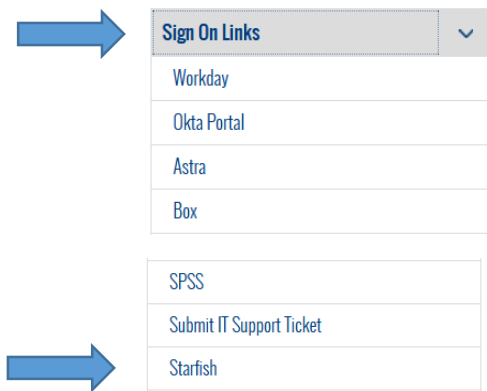

Completing a Progress Survey in Starfish

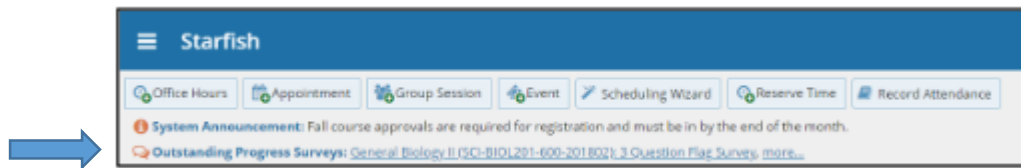
Log in to my.marymount.edu.



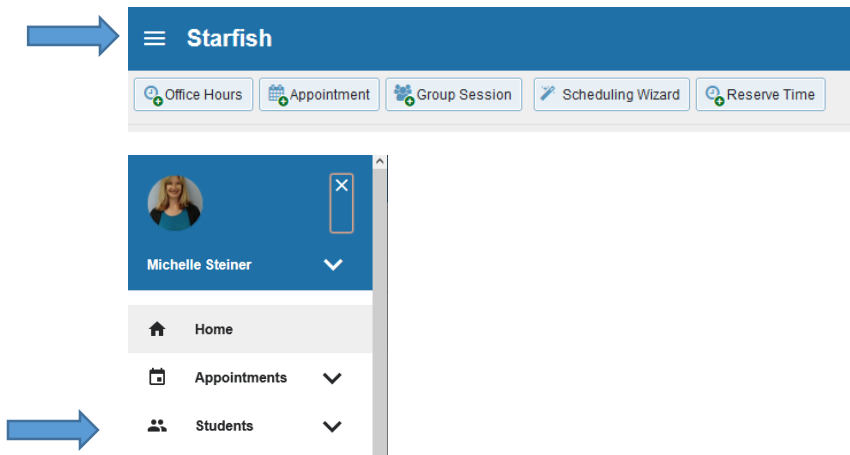
Click on Sign on Links and select Starfish.



You can access your surveys in 2 different ways – one is on your Starfish home page when you first log in:



The second way you can access your surveys is by clicking on the menu icon in the upper left corner of your home page and then clicking on "Students."



If you choose to access your surveys this second way, you should see tabs at the top of the screen (My Students, Tracking, Attendance, Progress Surveys). The Progress Surveys tab is where you will find your Early Alert Survey(s).



The image below is, for the most part, what you will see when you click into one of your surveys. Your students show up on the left, and items you can raise show across the top (which will be different than the ones you see here).

NOTE: If you have multiple surveys, there is a drop-down menu (see arrow on left) where you can choose the survey you'd like to complete (but please complete them all before the deadline!)

NOTE: you do *not* have to click on flags, referrals, and/or kudos for every student.

NOTE: you will be prompted to write a comment if you choose a referral or a kudo (referral comments can't be seen by students; kudo comments can be seen by students). Flag comments are optional, and can't be seen by students).

Starfish

MY STUDENTS TRACKING ATTENDANCE PROGRESS SURVEYS (4)

CHOOSE SURVEY

Public Speaking (COMM-120-2607-2019FA): DVC Fall 2019 Student Athlete Progress Report

SAVED: October 03, 2019 at 5:25 PM

DUE: October 11, 2019 at 5:00 PM

This is a progress survey for Fall 2019 Student Athletics. Please give each student a kudos, flag and/or referral by checking the appropriate box. Your work is autosaved, do not hit submit until you have finished surveying all students. Your feedback will be used to reach out to students who need additional help. Every kudos, flag or referral generates an automatic email to the student and your comments are added to that email. To see the email template and more training material go to <https://www.dvc.edu/faculty-staff/starfish/index.html>

Name	DVC Athletics Super Star (A or B)	DVC Athletics Rising Star (B or C)	DVC Athletics Academic Support (D or F)	DVC Athletics Attendance Concern	DVC Athletics Tutoring Referral	DVC Athletics Academic Counseling Referral
[Student Name]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESET SUBMIT

Checking any box

Close-up view (below). Clicking the information icon next to any of the tracking items will give you more information about that tracking item.

****There is a possibility that based on a Starfish update, the info icon will show to the far right of the survey (see image above, next to search icon) instead of next to each individual tracking item. If that is the case, clicking on that icon will provide you with information about all tracking items available in this survey, rather than just one item at a time.**

In danger of failing Poor Academic Performance Visit Advising Center

when a student is in danger of failing after 4 weeks in to term
* This flag is visible to the student

Click “Submit” to complete the survey. You will be unable to re-access this course’s survey once submitted.

The screenshot shows a survey interface with a table of students. The table has columns for student names (represented by icons), checkboxes for survey completion, and a '+' button for each row. A red box highlights the 'SUBMIT' button at the bottom right, with a blue arrow pointing to it. Below the table, it says 'Showing 26 students' and there is a 'RESET' button.

Student	Survey Status	Action
[Icon]	<input type="checkbox"/>	
[Icon]	<input checked="" type="checkbox"/>	+
[Icon]	<input type="checkbox"/>	
[Icon]	<input type="checkbox"/>	
[Icon]	<input checked="" type="checkbox"/>	+
[Icon]	<input type="checkbox"/>	

Showing 26 students

[RESET](#) **SUBMIT**

When all surveys are submitted, the Progress Surveys tab will indicate you are done.

