Completing a Progress Survey

When a progress survey that includes students in one of your courses is launched, you will receive an email inviting you to participate. To complete a progress survey:
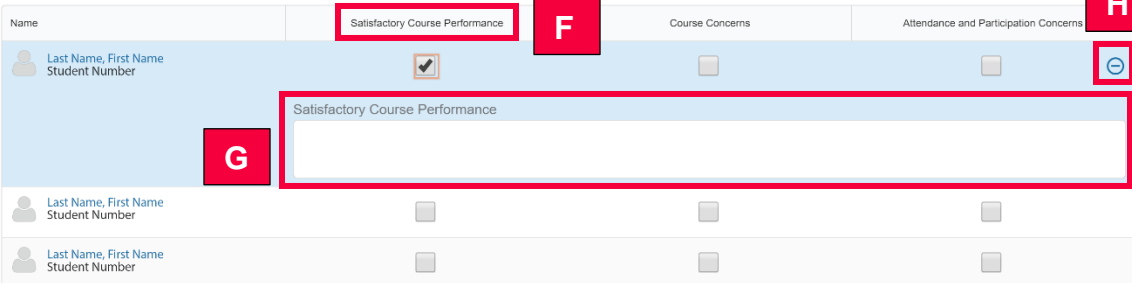
1. Log in to Starfish: https://everettcc.starfishsolutions.com/starfish-ops/support/login.html

2. If you have any active progress surveys, you will see an Outstanding Progress Surveys note **[A]** at the top of your home screen.

3. Click the name of a progress survey, or "more" to reach the progress surveys tab. You can also reach this tab by going to the menu, selecting Students, and selecting the progress survey tab **[B]**.

4. Select the progress survey you want to complete from the dropdown **[C]**. Alternatively, you can just start with the survey that is displayed. Whenever you complete a survey, Starfish

will give you a prompt allowing you to automatically move to the next one.

5. For each student on the survey **[D]**, click the check box for each item you wish to raise. To find out more information about the items, click on the white "i" in a blue circle **[E]**, next to the item name. This will open a side panel with descriptions on the right side.

6. Once you have raised an item **[F]**, a comment box will open automatically, and you will have the option to leave a comment on that item. You will see a separate box **[G]** for each raised item. You can close the comment boxes by clicking the minus sign on the right hand side **[H]**.

Name	Satisfactory Course Performance	Course Concerns	Attendance and Participation Concerns	
Last Name, First Name Student Number	☑	☐	☐	⊖
	Satisfactory Course Performance			
Last Name, First Name Student Number	☐	☐	☐	
Last Name, First Name Student Number	☐	☐	☐	

C RESET

SUBMIT

7. To see all available tracking items on survey, make sure to scroll to the right, as not all items may be visible onscreen.

8. When the survey is complete, click the submit button **[I]** on the lower right hand side to finish the survey and send it.

As a reminder, all information and comments provided in Starfish are disclosable under FERPA.