How to complete a progress survey in Starfish

Note: Progress surveys in Starfish will be used for all Athletic Progress Reports starting this semester. Progress surveys allow instructors to raise concerns (flags) and send positive reinforcement (kudos) related to a student’s academic performance in each course. Progress surveys will be sent twice per semester, however, instructors also have the option to raise flags and kudos before or after progress surveys are sent.

1. Access Starfish either through an email link sent to you during a progress survey or directly through the DVC website: www.dvc.edu/faculty-staff/starfish/index.html

2. From the webpage click on “Access Starfish Early Alert” and log in using your 4CD credentials

3. Outstanding progress surveys will be visible at the top of the page upon logging in; follow the link

4. Check the appropriate box based on each student’s performance in your class.

Checking any box will allow you to add additional notes to your student.

NOTE: STUDENTS WILL SEE THE COMMENTS YOU RAISE!!!

Only click submit when you are done reporting on all students.