How to complete a progress survey in Starfish

**Note:** Progress surveys in Starfish will be used for all Athletic Progress Reports. 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 though the DVC website: [www.dvc.edu/faculty-staff/starfish/index.html](http://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, this will generate an email to the student alerting them of their progress. We would like you to select a Kudos, Flag, and/or referral for each student. Your work will be autosaved, so only hit submit when you are done will all students otherwise unchecked students will be submitted as “no response”. Also, keep in mind any additional comments you add will go directly to the student in their email as additional comments.

*Updated 10/4/19*