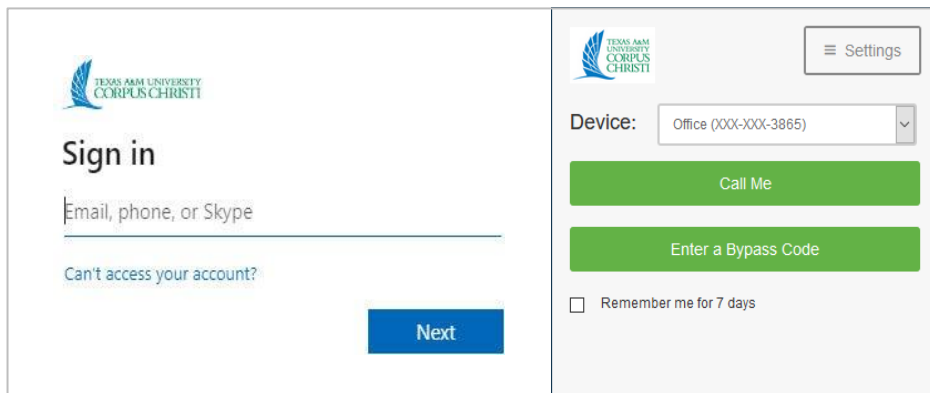


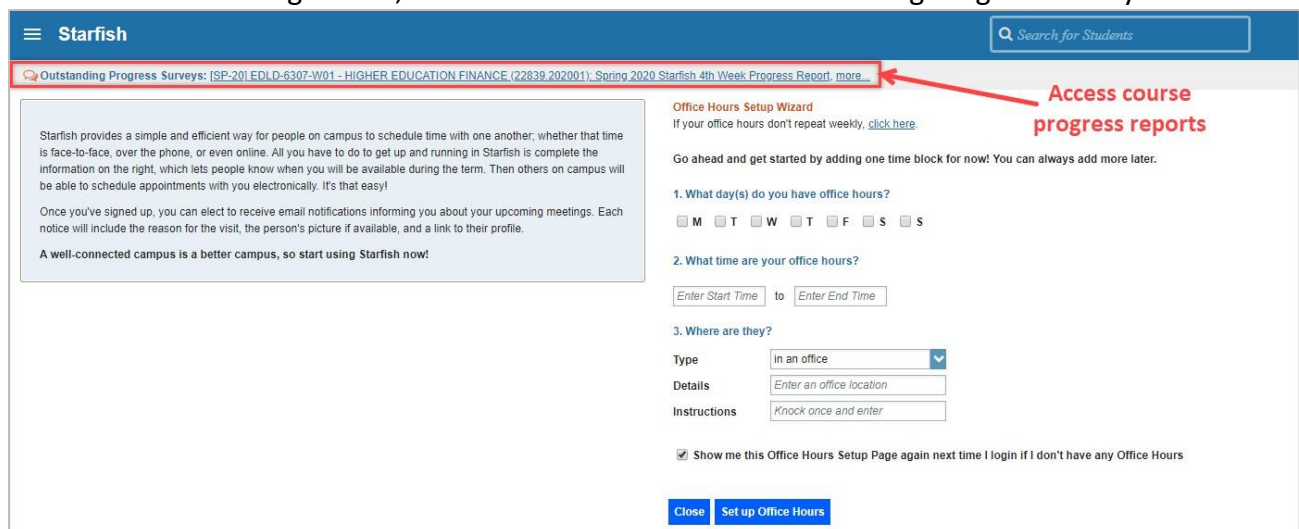
# STARFISH COURSE PROGRESS REPORT

Instructors can use the steps below to complete their assigned Course Progress Report.

1. Open a web browser and navigate to the Starfish login page using the <https://starfish.tamucc.edu/> web address.
2. You will be prompted for your university account credentials. Enter your islander ID and password then click **OK**. You will then be prompted to complete the university's Duo authentication.



3. Once authenticated, you arrive at the Starfish landing screen.
4. On the Starfish landing screen, locate and click the link for Outstanding Progress Surveys.



# STARFISH COURSE PROGRESS REPORT

5. The course progress report page is displayed and has the following elements:
- A. Number of Progress Surveys remaining to be completed
  - B. Course selection drop-down menu
  - C. Course name, date and time last saved, and date & time report is due
  - D. Course roster with columns and check boxes for each the tracking item
  - E. Information button to view tracking item descriptions
  - F. Reset button to clear all entries in the course progress report form
  - G. Submit button to submit and record course progress report entries

Starfish

Search for Students

OVERVIEW

MY STUDENTS

TRACKING

ZOOM IN

ATTENDANCE

A

PROGRESS SURVEYS (5)

CHOOSE SURVEY

[SP-20] EDLD-6307-W01 - HIGHER EDUCATION FINANCE (22839.202001): Spring 2020 Starfish 4

B

[SP-20] EDLD-6307-W01 - HIGHER EDUCATION FINANCE (22839.202001): Spring 2020 Starfish 4th Week Progress Report

SAVED February 11, 2020 at 12:08 PM

C

DUE April 01, 2020 at 12:00 AM

This Starfish Progress report can be used to inform students of their class progress. The report has five communication items which, when used, deliver a specific message from instructors to students. A general description of each item is found by clicking the info button, located on the right-hand side of the screen. Select any appropriate communication items and submit the progress report. If there is no feedback to provide, submit the progress report "as is" so that the progress report request can be removed from the inbox. Thank you. For technical assistance, please contact [More](#)

E

D

Search

i

Name	Keep Up the Good Work	Class Performance Concern	Attendance Concern	Missing Assignment Concern	In Danger of Failing
<div>Student 1</div> <div>A10284591</div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div>Student 2</div> <div>A011738969</div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div>Student 3</div> <div>A013154280</div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div>Student 4</div> <div>A21457549</div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div>Student 5</div> <div>A02269027</div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESET

F

G

SUBMIT

# STARFISH COURSE PROGRESS REPORT

6. To complete your course progress report
- A. For each student, check the checkbox for the single most critical tracking item (Flag or Kudo) that represents the student’s progress in the course.

Search | i

Name	Keep Up the Good Work	Class Performance Concern	Attendance Concern	Missing Assignment Concern	In Danger of Failing
Student 1 A10284591	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> +
Student 2 A01173896	<input type="checkbox"/>	<input checked="" type="checkbox"/> +	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> +
Student 3 A01315728	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> +
Student 4 A02145754	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> +	<input checked="" type="checkbox"/>	<input type="checkbox"/> +
Student 5 A02269027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> +

[RESET](#)

SUBMIT

- B. If you wish to add a comment for any tracking item you selected, click the expand icon located at the far right of the student’s row to reveal the comment fields for the Track Item(s). Tracing items that have comments will have a notation icon next to the checkbox.

Name	Keep Up the Good Work	Class Performance Concern	Attendance Concern	Missing Assignment Concern	In Danger of Failing
Student 1 A10284591	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 2 A01173896	<input type="checkbox"/>	<input checked="" type="checkbox"/> +	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Class Performance Concern

Comment is optional

Once you’ve entered all your comments, click the collapse icon located at the far right of the student’s row to collapse the comment fields.

- C. If you need to clear all entries in your current course progress report, click the **Reset** button located in the bottom-left corner of the screen. You will be prompted to confirm that you want to reset the report.

Are you sure you want to reset this survey?

You will not be able to recover any changes you made to this survey.

CANCEL

RESET

# STARFISH COURSE PROGRESS REPORT

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- D. Once you've made all necessary progress status selections and added desired comments, click the **Submit** button in the bottom-right corner of the screen to submit the course progress report. If you do not need to flag any tracking items or comment on your student's progress in the course, leave the report as is and submit. A course progress report status will remain as "Outstanding" until submitted. You will be prompted to confirm that you are ready to submit the report.

**Note, once you've submitted the course progress report, you will NOT be able to make any revisions to the report.**

Are you sure you want to submit?

It may take a few hours for these items to appear on the student record. You will not be able to view or edit this survey after you submit it.

- E. A message will appear confirming the current course progress report has been submitted successfully. If you have any outstanding course progress reports, the submission confirmation message will also have a Next Survey button proceed to the next course progress report.

