



# Progress Survey

Fall 2025

The Progress Survey provides instructors with a streamlined path to provide valuable feedback to students. In addition to using tracking items (kudos, flags, and referrals), faculty can add comments that are visible to the students.

In previous semesters, this survey was distributed only to instructors teaching a large number of first-year, second-year, or transfer students. For Fall 2025, it will be sent to most instructors across campus.

**Faculty should not click “submit” in the Starfish survey until they have completely finished reviewing the survey**, as you are unable to go back and edit once it has been submitted. As you’re completing the survey, Starfish saves your work if you’re connected to the internet. In the top left corner of the Student Progress Survey, you will see when the survey was last saved.

The screenshot shows the Starfish survey interface. At the top is a blue header with the Starfish logo and a hamburger menu icon. Below the header are three tabs: OVERVIEW, MY STUDENTS, and TRACKING. The main content area displays the survey title "General Biology II (SCI-BIOL201-600-201901): 2 Question Flag Survey". Below the title, the word "SAVED" is circled in red, followed by the date and time "May 01, 2019 at 11:37 AM". Below this, the word "DUE" is followed by the date and time "December 31, 2050 at 5:00 AM". A note below the due date states: "A survey with a different description and different questions." At the bottom, there is a section for the user's name, with a text input field containing "Name" and a dropdown menu showing "Albright, Randy" with a profile icon.

**Deployment Date:** October 9, 2025 at 8 AM

**Closure Date:** October 24, 2025 at 5 PM

**Tracking Items** (associated email templates are on the following pages):

- You Are Off to a Strong Start **Kudos**
- Attendance Concern **Flag**
- Low Test Grade **Flag**
- Missing/Late Assignments **Flag**
- Tutoring **Referral**

*Tutoring is not available for all courses. If you are unsure if tutoring is available for your course, please contact Nikki Krabbe (nikki.krabbe@drake.edu), Student Support Coordinator.*

- Attend Faculty Office Hours **Flag**

### You Are Off to a Strong Start **Kudos**

Email Subject: Kudos! You Are Off to a Strong Start in [Course Name]

Dear [Student First Name],

Way to go! Keep up the good work in [course name].

Your classmates and I appreciate your dedication and hard work in the classroom.

Comments, if provided by instructor:

[Raise Notes]

Continuing these good academic habits will lead to your success! Keep up the good work, and you'll go the distance!

Sent on behalf of,  
Professor [Instructor Name]

### Attendance Concern **Flag**

Email Subject: Your attendance in [Course Name]

Dear [Student First Name],

You are receiving this email because you have been flagged by your instructor regarding an Attendance Concern in [Course Name]

Here are your instructor's comments, if comments were provided:

[Raise Notes]

Your attendance in [Course Name] is important to your academic progress. Missing class content can affect your grades, academic performance, and financial aid eligibility. It is not too late to change your attendance pattern. Please talk with your instructor during office hours or schedule an appointment to discuss the absence(s).

If needed, you can also take advantage of the opportunity to connect with other individuals and services available to you. Access [My Success Network](#) in Starfish to connect with services and resources such as: Your Current Instructors, Faculty Advisor/Mentor, College/School Deans Office, Academic Achievement, or Student Counseling Services.

We care about your success!

Sent on behalf of,  
Professor [Raiser Name]

## Low Test Grade **Flag**

Email Subject: Your recent test grade in [Course Name]

Dear [Student First Name],

Your success in [Course Name] is important to your academic progress. Here are two suggestions for actions you can take right now to address your recent low test grade.

**1. Talk with your instructor.** Meet with your instructor during office hours or contact them to schedule an appointment.

**2. Access your campus resources.** Students who strategically use campus resources are more likely to be successful. Check out your [My Success Network](#) in Starfish to connect with services such as: your Advising Specialist, [Access & Success](#), or Student Counseling Services.

Drake has many resources and support services that can help you improve your academic performance and assist with personal concerns. Please take the time to follow these steps, now is the time to be proactive.

Sent on behalf of,  
Professor [Raiser Name]

Here are a few other suggestions:

**GO SEE YOUR PROFESSOR!** Your professors are your best resource for succeeding in a course. Be sure that you are attending office hours and supplemental instruction. Go over your exams one-on-one with the professor to see WHAT you missed and WHY you missed it.

### **Access & Success**

For tips and strategies for studying: reading textbooks, taking good lecture notes, test taking tips, problem-solving techniques, etc. - contact Access and Success to [make an appointment](#). This office also provides one-on-one academic coaching, study tips, time management advice, and more! Check out the [Student Success toolkit](#) for a lot of great resources!

### **Advising Specialist**

Your Advising Specialist can assist you in identifying strategies for improving your academic performance. They can also help to answer questions related to repeating a course, withdrawing from a course, progressing in your major, etc. Please take advantage of the opportunity to connect with your Advising Specialist listed in the [My Success Network](#) in Starfish.

### **General Tips for Success:**

You should be studying for 2-3 hours outside of class for every hour you are in class. College is an investment and should be treated as a full time job!

Test yourself rather than re-reading notes.

Create a weekly study schedule. A general rule of thumb is to 'touch every subject everyday'. This results in greater retention of the subject matter.

Embrace difficulties. How we rebound from setbacks is what makes us who we are.

### Missing/Late Assignments **Flag**

Email Subject: Take action! You have missing or late assignments in [Course Name]

Dear [Student First Name],

You've been flagged by your instructor for Missing or Late Assignments in [Course Name].

Here are your instructor's comments, if comments were provided:

**[Raise Notes]**

Everyone gets behind at one point or another in college, but there is still time to get on track for this class. Please contact your instructor to talk about your next steps regarding this work.

Sent on behalf of,  
[Raiser Name]

### Tutoring **Referral**

Email Subject: Tutoring Referral

**Dear [Student First Name],**

Tutoring is a great resource on campus and we encourage you to utilize it as a tool to aid in your academic success. Tutoring is free, and you can sign up for as many sessions as needed.

**Course-based tutoring is available for biology, chemistry, organic chemistry, physics, math, computer science, actuarial science, accounting, and economics.** If tutoring is not offered for your class, please visit your instructor during office hours for assistance.

To schedule a tutoring appointment in Starfish:

1. Navigate to your Courses Tab in the left Menu.
2. Courses that have tutoring available will show with a purple service box.
3. Select Schedule Appointment
4. On the next screen, select what you need help with
5. Finally, find a tutor with your preferred date and time and confirm appointment.

You can also schedule appointment with the [Writing Center](#) in Starfish.

Please note: Walk-in math tutoring is available Sunday - Wednesday, 6 - 9 PM in Cowles 201.

Students seeking assistance with reading skills, note-taking, or test-taking strategies are encouraged to connect with Access & Success for academic coaching resources.

Sent on behalf of,  
[Creator Name]

Attend Faculty Office Hours **Flag**

Email Subject: Please Attend Course Name] Office Hours

Hi [Student First Name],

I'd like to meet with you to talk about how things are going in [Course Name]. I want to be sure you have the support and strategies you need to succeed.

[Raise Notes]

Let's find time to connect soon — I'd really like to hear how you're doing and see how I can help.

Sent on behalf of,

[Instructor Name]