Faculty Guide to the Starfish Progress Survey

Overview

The Progress Survey provides faculty with a streamlined way to share timely, actionable feedback with students. In addition to selecting tracking items (kudos, flags, and referrals), you may include comments that are visible to students.

The survey is distributed broadly to instructors across campus to support early outreach and coordinated student support efforts.

Please review all entries carefully before clicking **Submit** in Starfish. Once submitted, responses cannot be edited. Starfish will automatically save your work while you are connected to the internet. The top left corner of the survey indicates when your work was last saved.

Accessing and Completing the Progress Survey

Step-by-Step Instructions

1. Log in to Starfish. The link is available in the MyDrake portal or in Blackboard under Tools.
2. On your Starfish homepage, select **Outstanding Surveys**, which appears at the top of the page.
3. Once you reach the survey grid, check the box next to a student's name to provide a kudos, raise a concern, or refer them to a resource. All selected items are visible to students.
4. To add additional details, select a flag. A small plus (+) icon will appear next to the student's name. Click the icon to add a comment that will be visible to the student.
5. Click **Submit** when you are finished. Even if you have no progress to report, please click Submit to indicate that you reviewed the survey.
   *Note for courses with multiple instructors: All instructors teaching the same course will receive the survey. Please coordinate so that only one instructor submits the survey. Other instructors can prevent receiving reminder emails by opening the survey, scrolling to the bottom, and selecting **Submit** to close it, even if they do not make entries.*

Items you raise will be reviewed and addressed as appropriate by Drake staff.

A brief four-minute video tutorial is available to walk you through the survey completion process.

Available Tracking Items

(Associated student notification templates are available below.)

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

Tutoring is not available for all courses. Before submitting a tutoring referral, please review the current list of supported courses on the [tutoring website](#).

Starfish Student Notification Templates

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1. You Are Off to a Strong Start (Kudos)

Email Subject: Great Start in [course name]

Hi [student name],

Way to go! You're off to a strong start in [course name], and your effort is already making a difference. Your dedication and hard work are noticed and appreciated by both your classmates and me.

Instructor Comments (if any):
[Insert Comment]

Keep up these awesome academic habits—they'll set you up for success. Keep asking questions, stay engaged, and keep pushing yourself. You're on the right track!

All the best,
[flag raiser]

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2. Attendance Concern Flag

Email Subject: Attendance Concern in [course name]

Hi [student name],

Your instructor flagged an **Attendance Concern** in [course name].

Instructor Comments (if provided):
[Insert Comment]

Attending class is important for your learning and academic progress. Missing class can impact your grades, performance, and even financial aid—but it's not too late to get back on track!

Here are some steps you can take:

- **Talk with your instructor** during office hours or schedule a meeting to discuss any missed classes.

- **Connect with support resources** through My Success Network in Starfish, including your instructors, faculty mentor, advising specialist, Access and Success, Student Counseling Services, and more.

We're here to help you succeed!

All the best,
[flag raiser]

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3. Low Test Grade Flag

Email Subject: Opportunity to Improve in [course name]

Hi [student name],

Your recent test grade in [course name] shows there may be an opportunity to strengthen your understanding of the material. The good news—it's not too late to improve!

Here are a couple of steps you can take right away:

- **Meet with your instructor.** Attend office hours or schedule a time to review your exam and discuss what you missed.
- **Use campus support.** Visit your Success Network in Starfish to connect with resources like your Advising Specialist or Access & Success for study strategies and academic coaching.

Taking action now can make a big difference. We're here to support you!

All the best,
[flag raiser]

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4. Missing/Late Assignments Flag

Email Subject: Action Needed: Missing or Late Assignments in [course name]

Hi [student name],

I noticed that you have **missing or late assignments** in [course name].

Instructor Comments (if provided):
[Insert Comment]

It happens—but it's important to get back on track as soon as possible. Please reach out to me to discuss next steps and make a plan to complete any outstanding work.

Thank you,
[flag raiser]

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5. Tutoring Referral

Email Subject: Need Help in a Class? Tutoring is Here for You!

Hi [student name],

Did you know tutoring is free and available to help you succeed in your classes? You can sign up for as many sessions as you need—so don't hesitate to use it! We offer course-based tutoring for:

- Biology
- Chemistry & Organic Chemistry
- Physics
- Math
- Computer Science
- Actuarial Science
- Accounting
- Economics

If your class isn't on the list, visit your instructor during office hours—they're happy to help too.

How to schedule tutoring in Starfish:

1. Click on the **Courses** tab in the left menu.
2. Look for a **purple service box**—that means tutoring is available for that class.
3. Click **Schedule Appointment**.
4. Pick what you need help with.
5. Choose a tutor, select a date and time, and confirm your appointment.

You can also schedule appointments with the **Writing Center** through Starfish.

Want help with organization, note-taking, or test-taking strategies? Our **peer academic coaches** at Access & Success can help with that too. We're here to support you—take advantage of these resources!

All the best,
[flag raiser]

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6. Attend Faculty Office Hours Flag

Email Subject: Visit Me During Office Hours

Hi [student name],

I wanted to remind you that attending office hours is a great way to get extra support in [course name]. I'm available to answer questions, clarify material, and provide guidance to help you succeed.

Instructor Comments (if provided):
[Insert Comment]

Here's how to take action:

- **Check my office hours** and plan a visit.
- **Prepare questions** or topics to discuss so you make the most of our time together.
- **Follow up** after your visit if you need clarification or extra practice.

Taking advantage of office hours now can make a big difference in your understanding and performance. I'm here to support you!

Thank you,
[flag raiser]