

# Starfish EARLY ALERT™ PROGRESS REPORT DUE DATES...

## Welcome to Starfish!

As you know, we are utilizing Starfish to help us make the process of reporting on the academic progress of our students as easy and efficient as possible. Through a Progress Survey, you will have a quick way to inform us of your students' progress in class.

Progress Surveys will be launched on the dates indicated below and will remain open for a week. Please complete the surveys in order to report on the progress of your students.

## FALL 2012 PROGRESS REPORTING DATES

**Monday, September 24, 2012 – Sunday, September 30, 2012**

**Monday, October 8, 2012 – Sunday, October 14, 2012**

\*\*\* (October 11<sup>th</sup>-17<sup>th</sup>: Midterm Exams)

\*\*\* (October 26<sup>th</sup>: 60% Completion Date for Title IV Funds and Last Day to Receive a "W")

**Monday, October 22, 2012 – Sunday, October 28, 2012**

**Monday, November 5, 2012 – Sunday, November 11, 2012**

**Monday, November 26, 2012 – Sunday, December 3, 2012**

\*\*\* (November 30<sup>th</sup>: Last Day to Receive a "WP" or "WF")

## >>To access the Progress Survey for your course(s):

1. Login to Starfish.
2. A link to your Outstanding Surveys will be displayed at the top of your Starfish homepage.
3. Once you reach the survey grid, simply check the box next to the particular student's name for whom you would like to report progress. You will have options to add comments.
4. Click Submit. If you don't have any progress to report, it is important that you click Submit, so we know you reviewed the survey. You will receive a confirmation email.
5. Items you raise will be addressed by the appropriate individuals from our institution.

## >>What if I want to add more details?

When you check off a box to raise a flag on a student, you will see a small yellow icon appear next to the student's name. Click that icon to add a comment.

*That's it. Simple for you!!!*