

## Respond to a Progress Survey for Students in your Courses

1. Log in to [My.PennWest.edu](https://my.pennwest.edu) and click Starfish.
  2. Select the progress survey link on your Starfish Home page or go to the Progress Surveys tab (only visible when you have active surveys). The selected survey opens a survey grid which includes a roster of students on the left, and five columns of checkboxes representing current letter grades (A,B,C,D,F).
- The screenshot shows the Starfish Progress Surveys interface. At the top, there are tabs for MY STUDENTS, TRACKING, INTAKE, ATTENDANCE, and PROGRESS SURVEYS (2). Below the tabs, there is a search bar and a table of students. The table has columns for Name, Current Grade A, Current Grade B, Current Grade C, Current Grade D, and First day of attendance. Each row represents a student, and the grade columns contain checkboxes. The 'First day of attendance' column has a text input field with the date 8/22/2022. A blue bar highlights the bottom row of the table.
3. Check the box pertaining to each student and click the comments icon to open a text box for your notes. If a student receives an "F" please be sure to enter the last day of attendance. If unknown, enter the first day of the semester.
  4. Inputting a grade next to a student's name will generate an email to the student. The email will come from our Success Coaching area and will no longer appear to be coming from the Professor. This email will include a call to action appropriate to the identified concern and may ask the student to contact the Professor. Professor comments will be copied and included in the student email as Your Instructor Comments.
  5. Click the Submit button only when you are finished providing feedback. The items you selected will be raised on your students when you submit the survey.  
**IMPORTANT:** Once you have submitted the survey, you will not have an opportunity to add to or undo the items you raised. Autosave will save a partially completed survey to ensure you do not lose your changes. Once you click Submit on a survey, you cannot change it!
  6. Notes: You may be asked to submit more than one course survey if more than one of your courses has been included in the survey plan. They will be listed in the drop-down menu on the Progress Surveys tab. Any comments you make will be emailed to the student.

If you have any Starfish questions, email [Starfish@pennwest.edu](mailto:Starfish@pennwest.edu).