Monroe Community College
STATE UNIVERSITY OF NEW YORK

Starfish

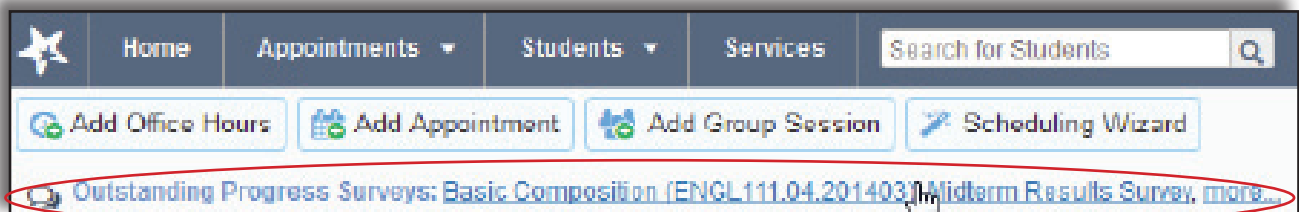# Student Progress Surveys are Key to Student Persistence and Success

Student Progress Surveys are customized to target special populations. They give the Instructor a platform to communicate any concerns regarding the student's performance to the student and their Success Coach. Success Coaches detail in Starfish the intervention steps taken—closing the loop with Instructors.

Getting Started

- Sign in to Blackboard at **mcc.open.suny.edu** using **Google Chrome**. Sign in using your **full e-mail address.**
- Check the Browser Compatibility box on the left side of the screen. Resolve any red X's by adjusting browser settings.
- Click the **Starfish Home** link located in the blue band in the middle of the page.

Completing Student Progress Surveys

- Once on the Starfish Home page, select a class listed next to **"Outstanding Progress Surveys."**

- On the next screen you will see the names of students in your class and columns of check boxes for each flag or kudos (see next page). Choose **No Feedback** for students whose performance does not warrant a flag or kudo.

- **Please, do NOT click submit at the bottom until you have finished making your selections for the students whose performance warrants attention.** You may save a draft and come back to finish later but you cannot edit a submitted survey.

- You will be able to add comments and see information on which flags/comments are viewable by the student as well as which flags send an Email to your student.

Don't submit until you are done with your survey!

Tips: Make the Most Impact with Each Survey

- Check only one flag for a student. Use the comments section to explain other areas of concern.

- Be specific about what actions the student may take to get back on the right track. This helps the student and their Success Coach—who may be involved, depending on the flag raised.

- Check **No Feedback** for those students whose performance does not warrant a kudo or flag.

- Remember to click **Submit** after you have completed your selection for each student.

You don't have to wait for a Survey to raise a flag or send a kudo

Select the student's name from your **My Students** list to link to the **Student Folder.** From here you can review student information, raise a flag, give a kudo, or add a note.

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