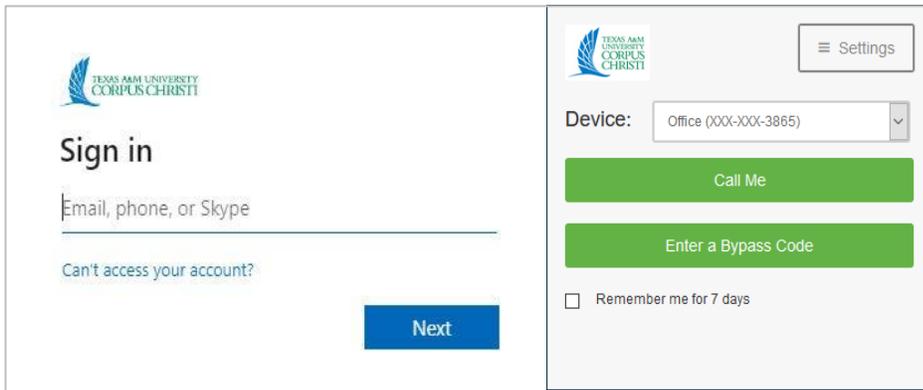


STARFISH COURSE PROGRESS REPORT

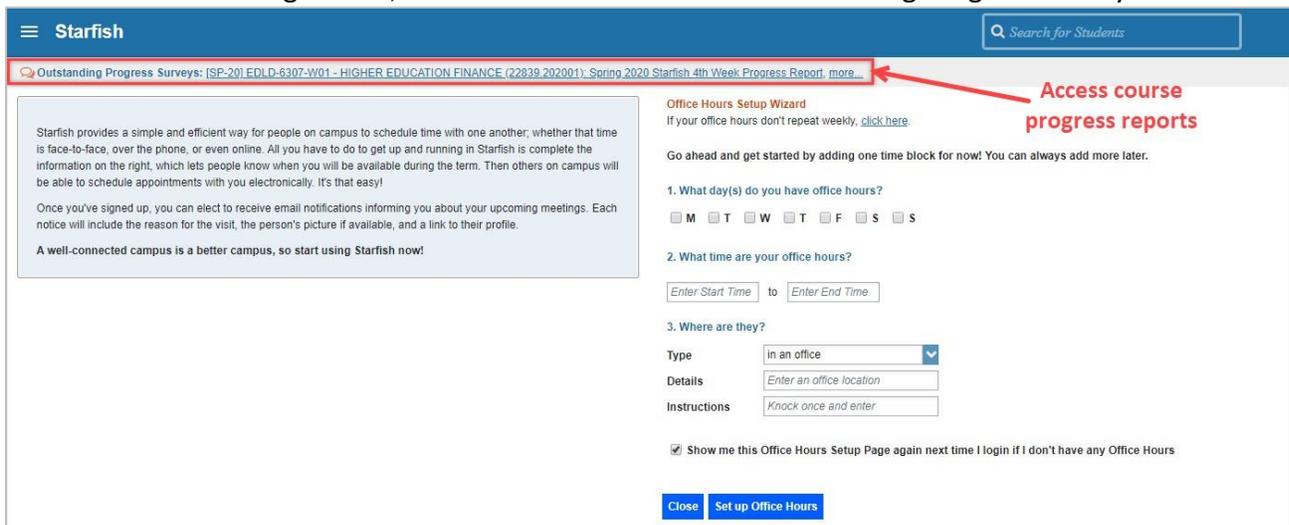
Instructors can use the steps below to complete their assigned Course Progress Report.

1. Open a web browser and navigate to the Starfish login page using the <https://starfish.tamucc.edu/web> address.
2. You will be prompted for your university account credentials. Enter your Islander ID and password, then click **OK**. You will then be prompted to complete the university's Duo authentication.



The image shows the Starfish login page for Texas A&M University Corpus Christi. On the left, there is a 'Sign in' section with a text input field for 'Email, phone, or Skype' and a 'Next' button. Below the input field is a link for 'Can't access your account?'. On the right, there is a Duo authentication section with a 'Settings' button, a 'Device' dropdown menu set to 'Office (XXX-XXX-3865)', a 'Call Me' button, an 'Enter a Bypass Code' button, and a checkbox for 'Remember me for 7 days'.

3. Once authenticated, you arrive at the Starfish landing screen.
4. On the Starfish landing screen, locate and click the link for Outstanding Progress Surveys.



The image shows the Starfish landing screen. At the top, there is a blue header with the 'Starfish' logo and a search bar. Below the header, there is a navigation bar with a link for 'Outstanding Progress Surveys: [SP-20] EDLD-6307-W01 - HIGHER EDUCATION FINANCE (22839.202001): Spring 2020 Starfish 4th Week Progress Report, more...'. A red arrow points to this link with the text 'Access course progress reports'. The main content area is partially obscured by an 'Office Hours Setup Wizard' overlay. The wizard includes a 'Close' button and a 'Set up Office Hours' button. The wizard steps are: 1. What day(s) do you have office hours? (with checkboxes for M, T, W, T, F, S, S); 2. What time are your office hours? (with 'Enter Start Time' and 'Enter End Time' fields); 3. Where are they? (with 'Type' dropdown set to 'In an office', 'Details' field for 'Enter an office location', and 'Instructions' field for 'Knock once and enter'). There is also a checkbox for 'Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours'.

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6. To complete your course progress report

- A. For each student, check the checkbox for the single most critical tracking item (Flag or Kudos) that represents the student's progress in the course.

The screenshot shows a table with the following columns: Name, Keep Up the Good Work, Class Performance Concern, Attendance Concern, Missing Assignment Concern, and In Danger of Failing. There are five rows representing different students. Each row has checkboxes for each tracking item. Student 1 has 'Keep Up the Good Work' checked. Student 2 has 'Class Performance Concern' checked and a '+' icon next to it. Student 3 has 'Keep Up the Good Work' checked. Student 4 has 'Attendance Concern' and 'Missing Assignment Concern' checked, with '+' icons next to them. Student 5 has 'In Danger of Failing' checked and a '+' icon next to it. At the bottom left is a 'RESET' button and at the bottom right is a 'SUBMIT' button.

Name	Keep Up the Good Work	Class Performance Concern	Attendance Concern	Missing Assignment Concern	In Danger of Failing
Student 1 A10284591	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> +
Student 2 A01173896	<input type="checkbox"/>	<input checked="" type="checkbox"/> +	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> +
Student 3 A01315728	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> +
Student 4 A02145754	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> +	<input checked="" type="checkbox"/>	<input type="checkbox"/> +
Student 5 A02269027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> +

- B. If you wish to add a comment for any tracking item you selected, click the expand icon located at the far right of the student's row to reveal the comment fields for the Track Item(s). Tracking items that have comments will have a notation icon next to the checkbox.

The screenshot shows the same table as above, but with the row for Student 2 expanded. The 'Class Performance Concern' checkbox is checked and has a '+' icon next to it. Below the table, a comment field is visible with the text 'Class Performance Concern' and 'Comment is optional'.

Name	Keep Up the Good Work	Class Performance Concern	Attendance Concern	Missing Assignment Concern	In Danger of Failing
Student 1 A10284591	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 2 A01173896	<input type="checkbox"/>	<input checked="" type="checkbox"/> +	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> -

Class Performance Concern
Comment is optional

Once you've entered all your comments, click the collapse icon located at the far right of the student's row to collapse the comment fields.

- C. If you need to clear all entries in your current course progress report, click the **Reset** button located in the bottom-left corner of the screen. You will be prompted to confirm that you want to reset the report.

The screenshot shows a confirmation dialog with the text: 'Are you sure you want to reset this survey?' and 'You will not be able to recover any changes you made to this survey.' At the bottom, there are two buttons: 'CANCEL' and 'RESET'.

Are you sure you want to reset this survey?

You will not be able to recover any changes you made to this survey.

CANCEL **RESET**

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- D. Once you've made all necessary progress status selections and added desired comments, click the **Submit** button in the bottom-right corner of the screen to submit the course progress report. **If you do not need to flag any tracking items or comment on your student's progress in the course, leave the report as is and submit it. A course progress report status will remain as "Outstanding" until submitted.** You will be prompted to confirm that you are ready to submit the report.

Note: once you've submitted the course progress report, you will NOT be able to make any revisions to the report.

Are you sure you want to submit?

It may take a few hours for these items to appear on the student record. You will not be able to view or edit this survey after you submit it.

- E. A message will appear confirming the current course progress report has been submitted successfully. If you have any outstanding course progress reports, the submission confirmation message will also have a Next Survey button proceed to the next course progress report.

