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.

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.

5. The course progress report page is displayed and has the following elements:

   A. Number of Progress Surveys remaining to be completed
   B. Course selection drop-down menu
   C. Course name, date and time last saved, and date & time report is due
   D. Course roster with columns and check boxes for each the tracking item
   E. Information button to view tracking item descriptions
   F. Reset button to clear all entries in the course progress report form
   G. Submit button to submit and record course progress report entries

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.

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.

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.

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.

CANCEL   SUBMIT

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.

Thank you!

You have successfully submitted [SP-20] EDLD-6306-W01 – HIGHER ED IN DEMOCRATIC SOCTY (20482.202001): Spring 2020 Starfish 4th Week Progress Report.

NEXT SURVEY