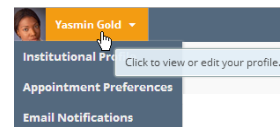


Your Profile

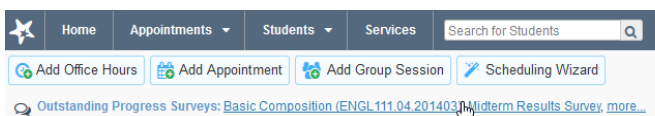
Click your name to open your Starfish Profile. There are two tabs:

- **Institutional Profile:** Contact information, photo (info students see).
- **Email Notifications:** Options for receiving tracking item emails.

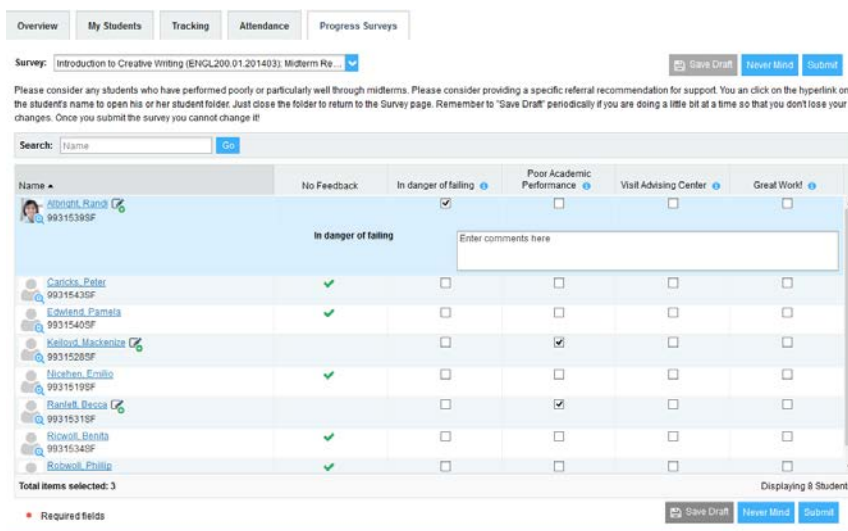


Progress Surveys

Select the **Outstanding Progress Survey** link on the Starfish **Home** page.



- Check the boxes presented for each desired item/ student combination.
- Click the comments icon (🗨️) to add notes.
- Click the information icon (i) to verify whether or not the student can view the flag.



Important Note:

Don't click **Submit** until you're done! You cannot modify a submitted survey. Use **Save Draft** if you aren't ready to submit your survey.

Student Folder

Wherever a student's name is hyperlinked (e.g. in your My Students list, or in a progress survey) this hyperlink takes you to the **Student Folder**.

From here you can review student information, raise a flag or add a note.

