

Starfish EARLY ALERT Quick Look

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 (
 (6) to add notes.
- Click the information icon

 (1) to verify whether or not the student can view the flag.

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e consider any students who have performed ident's name to open his or her student folder. es. Once you submit the survey you cannot ch ch: NameG	Just close the folder to return ange it					
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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.

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