How to complete a Progress Survey

Complete a Progress Survey *desktop experience*

1. From the hamburger menu, select **Students>Progress Surveys**.
   The Progress Surveys tab displays.

a. Displays the title and the number of items included in the survey.
b. Displays the date and time the survey was saved.
c. Displays the due date for the survey.
d. Displays the description of the survey.

e. To search for a specific student for the survey, select **Search** and enter the student's name, then select **Search**.

f. To learn more about the specific items on the survey and when to use them, select the info button. The **Column Headers** drawer will open to display descriptions of each item included in the survey.

g. Select **RESET** to clear ALL of the work you've done so far and start over.

2. Review each student and select the appropriate item(s). A comment box will display (shown above) enabling you to add a comment along with your raised item. Some items may require a comment which is determined by your institution. You cannot submit a progress survey until all required comments have been provided.

As you are completing the survey, Starfish saves your work as long as you are connected to the internet. If you need to check when your work was last saved, refer to the **Saved** date at the top of the survey.
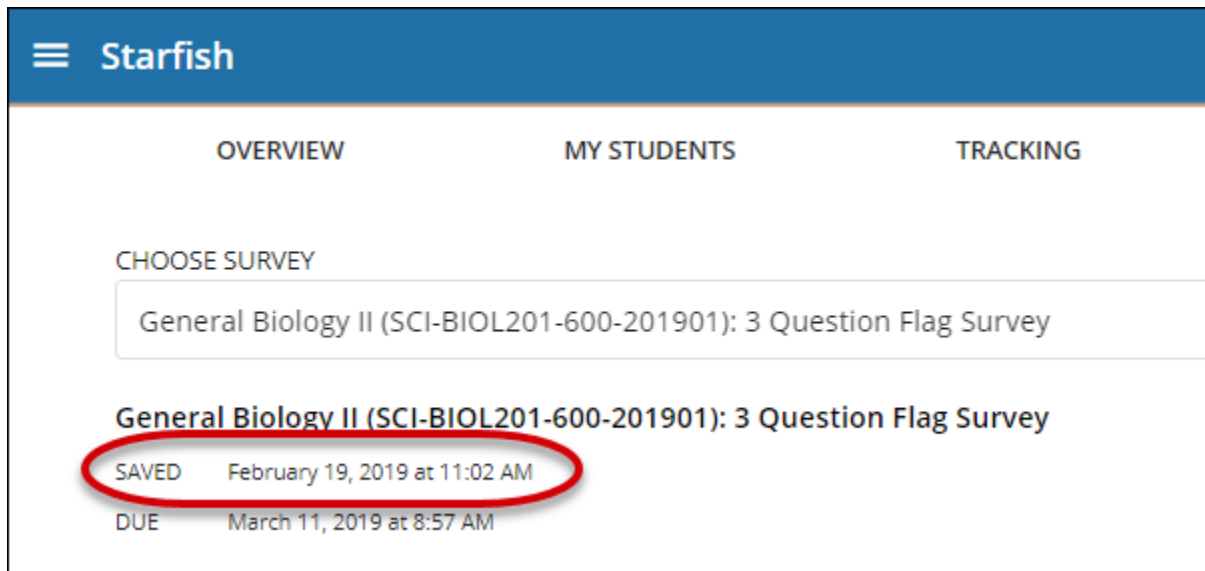

3. When you have finished providing feedback, select **Submit** to complete the survey. You will be unable to re-access the survey once submitted.
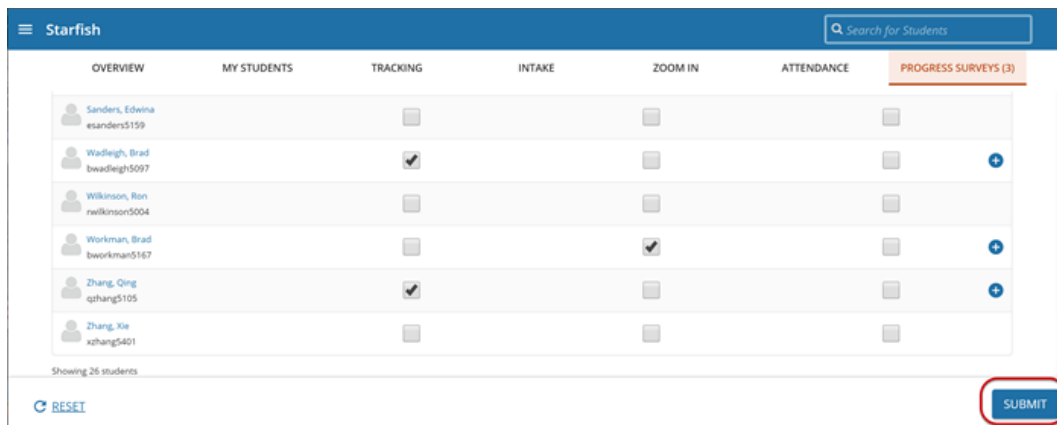
A confirmation message will display indicating you have successfully submitted the survey. If you have additional surveys to complete, you will be prompted to proceed to the next survey.
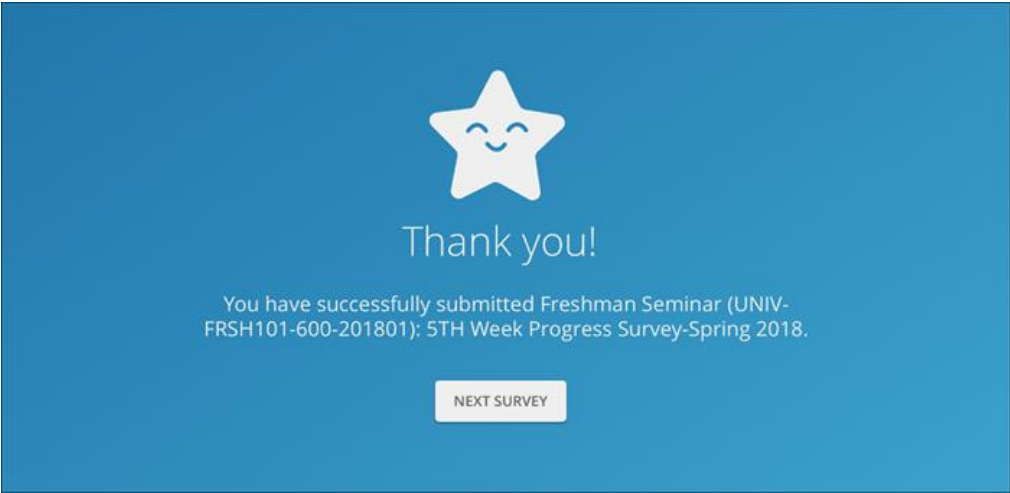
If you have submitted all of your surveys, you will see that confirmation, instead, and the Progress Surveys tab will indicate that you have no active surveys.
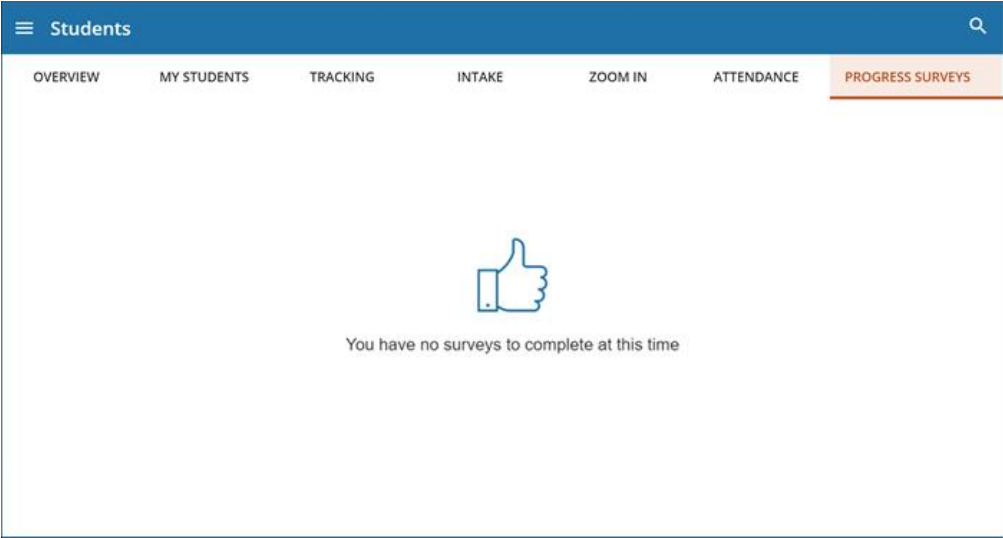
Complete a Progress Survey *mobile experience*

Progress Surveys have been optimized for mobile devices. The steps to complete a progress survey as noted above still apply for the mobile experience. However, there are a few notable differences with how the screens display on a mobile device. In particular, on small screens, the survey will not display as a grid. Instead, you will see a list of students, and you can select the **Plus** icon to expand the row and leave feedback.
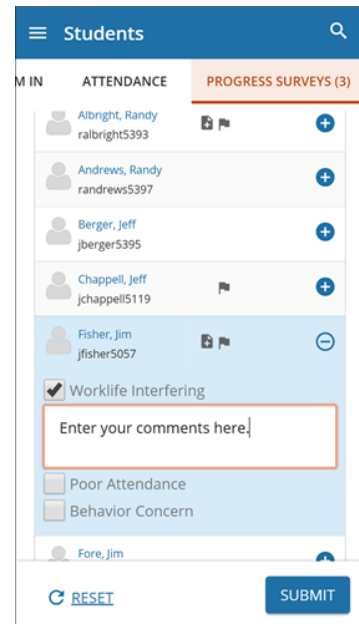
Watch this Video on completing a progress survey for a demonstration of this feature.

Updated 04/23/2021