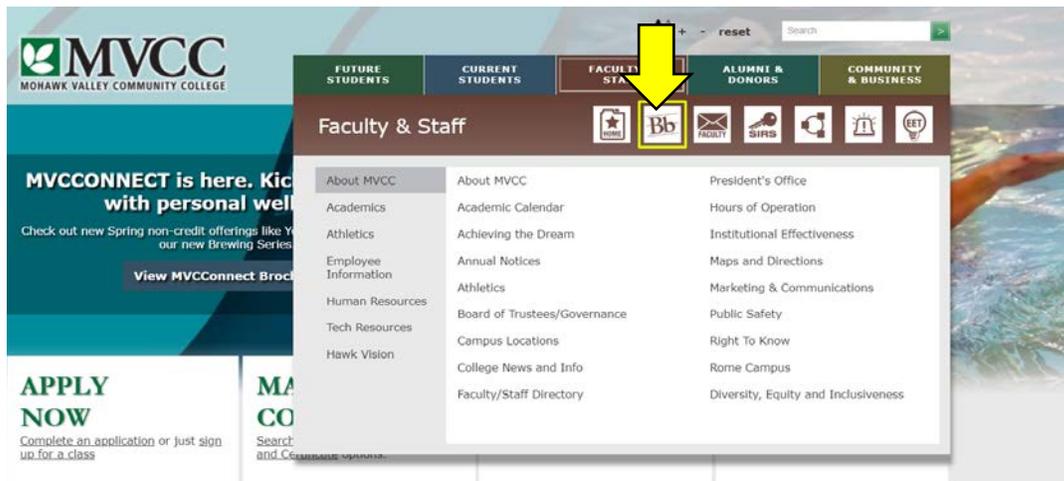


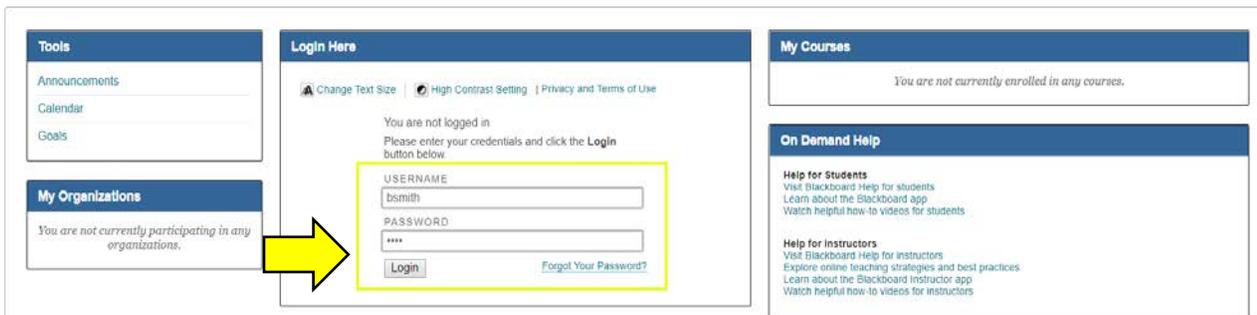


Completing Progress Surveys

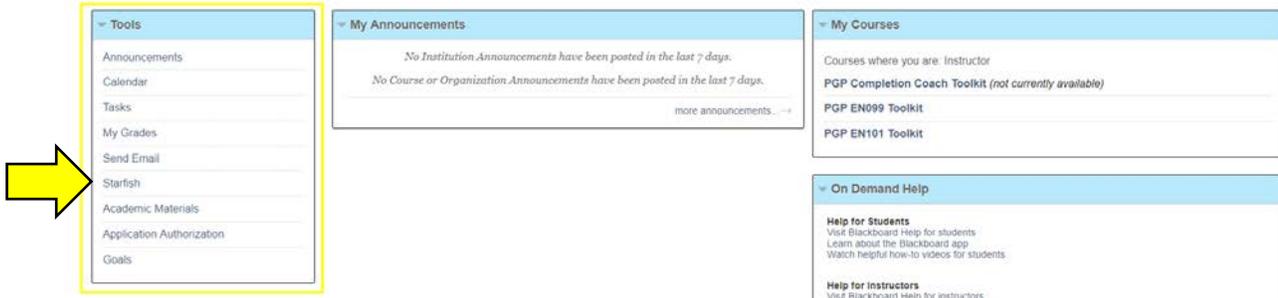
1. Login to BlackBoard via the MVCC Website.



2. BlackBoard logins for faculty/staff with access use the same username as your MV email address, and the password is default set to the last 4 digits of your SSN. If you cannot login to BlackBoard, or are unsure if you have access, please contact either Deborah Otis dotis@mvcc.edu or Norma Chrisman nchrisman@mvcc.edu



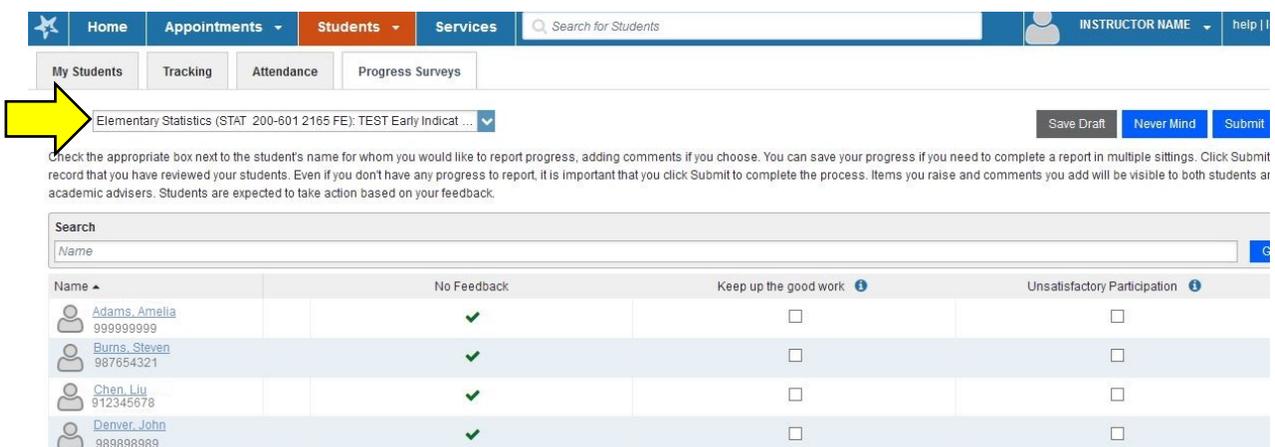
3. Starfish is listed in the 'Tools' panel on the BlackBoard landing page.



- If you have never logged in to Starfish, you may be prompted to set office hours. If you are not ready to schedule at this time, you can skip this screen. You can set office hours at any point, and they are not necessary to complete the Survey.
- On your Starfish home screen, all open surveys will be linked at the top of your screen, underneath the key action buttons.



- Clicking the survey link will take you to the Progress Survey (also accessible from the Students page). From that page, all open surveys can be accessed via the dropdown at the top of the survey.



- Surveys default to “No Feedback”, so if you have no specific feedback that matches the available survey items, you can simply click ‘Submit’ to complete the survey. Nothing more will happen, and you will receive an email noting that you’ve completed the survey.

Survey: Elementary Statistics (STAT 200-601 2165 FE): TEST Early Indicat ...

Check the appropriate box next to the student's name for whom you would like to report progress, adding comments if you choose. You can save your progress if you need to complete a report in multiple sittings. Click Submit record that you have reviewed your students. Even if you don't have any progress to report, it is important that you click Submit to complete the process. Items you raise and comments you add will be visible to both students and academic advisers. Students are expected to take action based on your feedback.

Name	No Feedback	Keep up the good work	Unsatisfactory Participation
Adams, Amelia 999999999	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns, Steven 987654321	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chen, Liu 912345678	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denver, John 989898989	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- To give specific feedback on a student, simply click one of the other boxes available. Choose the survey item that best fits your concern.

Survey: Elementary Statistics (STAT 200-601 2165 FE): TEST Early Indicat ...

Check the appropriate box next to the student's name for whom you would like to report progress, adding comments if you choose. You can save your progress if you need to complete a report in multiple sittings. Click Submit record that you have reviewed your students. Even if you don't have any progress to report, it is important that you click Submit to complete the process. Items you raise and comments you add will be visible to both students and academic advisers. Students are expected to take action based on your feedback.

Name	No Feedback	Keep up the good work	Unsatisfactory Participation
Adams, Amelia 999999999	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns, Steven 987654321	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chen, Liu 912345678	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denver, John 989898989	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- While no comments are required on surveys, you may add specific remarks for each student by clicking the small icon next to the student's name. This will open a comment box for text entry.

Name	No Feedback	Good Work in Class	Poor Participation	Improve Coursework
Adam Egon EA0004310	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Once you have entered feedback for all students, or selected 'No Feedback', you can submit the survey. This will raise all selected flags and kudos in Starfish, students will be sent emails with their flags and flag comments, and Completion Coaches will make outreach to each student that receives a flag. Feedback from Coaches will be recorded in Starfish and copied in emails to corresponding faculty.

NOTE: Surveys can be saved if you are not able to complete them once you begin. Simply click the 'Save Draft' button and return to the survey at any point before it expires.