

Progress Survey Guide

A Progress Survey provides an easy way for instructors to provide input on student progress for an entire class at one time. Each survey is a collection of tracking items that instructors can select and comment on for students in each of their course sections.

Step 1: Progress Survey Email

You will receive the email below, alerting you your Progress Survey(s) are available.

From starfish@tamuk.edu
Reply To
BCC
Subject [Starfish] Progress Survey for 5/1/2014 11:00 AM CDT

Dear Don Maiz,

As you know, we are utilizing Starfish to help us make the process of reporting on the academic progress of our students as easy and efficient as possible. Through a Progress Survey you will have a quick way to inform us of your students' progress in class.

To access the Progress Survey for your course(s):

1. Login to Starfish via JNET.
2. A link to your Outstanding Surveys will be displayed at the top of your Starfish homepage.
3. Once you reach the survey grid, simply check the box next to the particular student's name for whom you would like to report progress. You will have options to add comments.
4. Click Submit. If you don't have any progress to report, it is important that you click Submit, so we know you reviewed the survey.
5. You will receive a confirmation email.
6. Items you raise will be addressed by the appropriate individuals from our institution.

You have 4 survey which needs to be completed.

Outstanding Surveys:

- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014

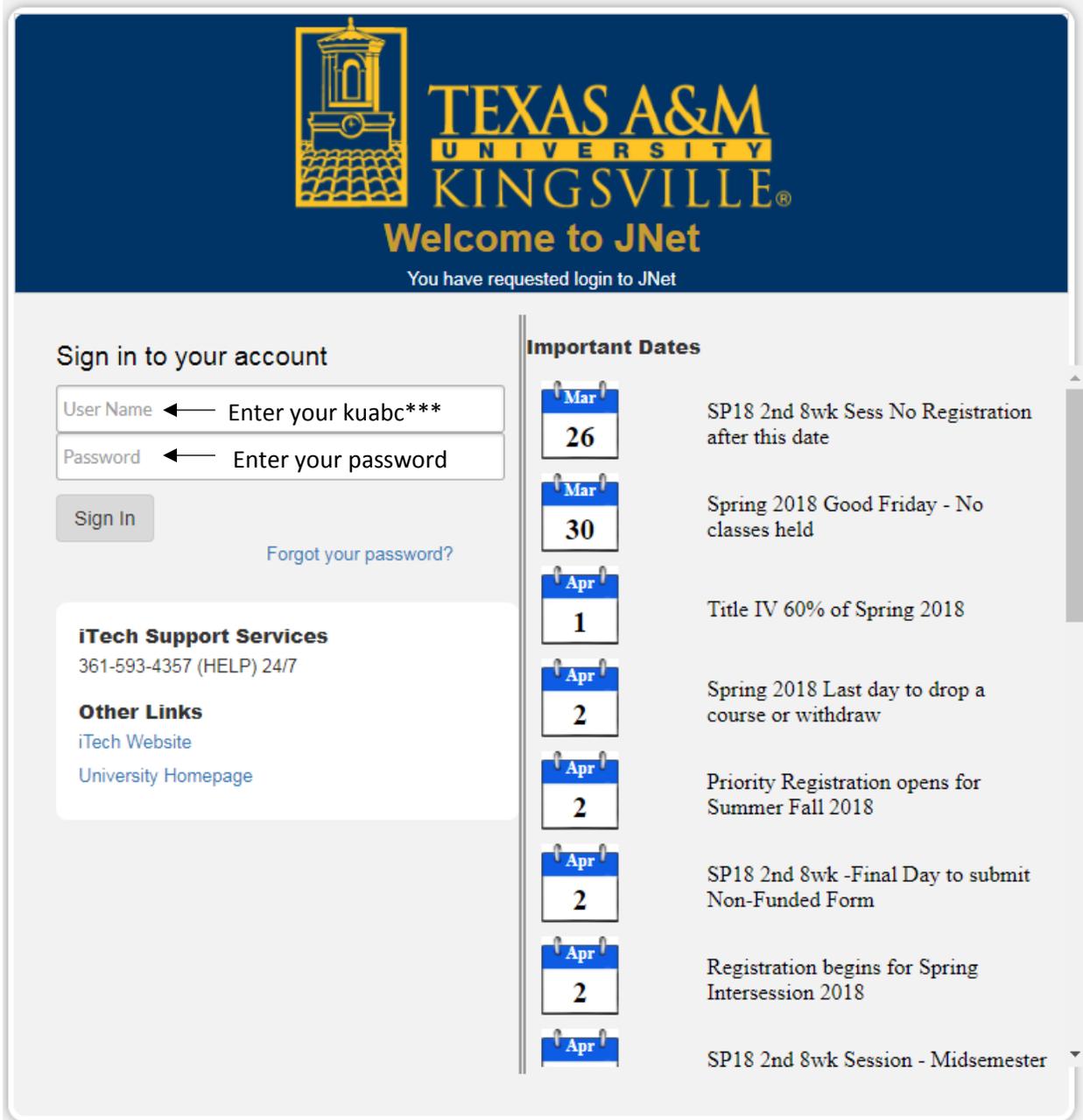
[View Survey in Starfish via JNET!](#)

Your responses will help us know which students to reach out to and offer help.

Click on the link, [View Survey in Starfish via JNET!](#)

Step 2: JNet Login

Log in to Jnet with you university credentials. These are the same credentials that are used when you log into your university computer.



TEXAS A&M UNIVERSITY KINGSVILLE®
Welcome to JNet
You have requested login to JNet

Sign in to your account

User Name ← Enter your kuabc***

Password ← Enter your password

Sign In

[Forgot your password?](#)

iTech Support Services
361-593-4357 (HELP) 24/7

Other Links
[iTech Website](#)
[University Homepage](#)

Important Dates

Mar 26	SP18 2nd 8wk Sess No Registration after this date
Mar 30	Spring 2018 Good Friday - No classes held
Apr 1	Title IV 60% of Spring 2018
Apr 2	Spring 2018 Last day to drop a course or withdraw
Apr 2	Priority Registration opens for Summer Fall 2018
Apr 2	SP18 2nd 8wk -Final Day to submit Non-Funded Form
Apr 2	Registration begins for Spring Intersession 2018
Apr	SP18 2nd 8wk Session - Midsemester

After successful log in, you will be directed to your JNet homepage.

Step 3: Starfish via JNet

Starfish can be found by selecting the Campus Resource tab located at the top of your JNet screen. This will open your campus resource menu.

On the right-hand side of the screen you will see a Campus Quick Links section. Click on the Starfish link at the end of the list.

The screenshot shows the JNET website interface. At the top left is the Texas A&M Kingsville logo and the 'JNET' title. A navigation bar contains links for Home, Academic Resources, Campus Resources (highlighted with an orange box), Faculty, Library, Tech Help, Employee, and News. Below this is a sub-menu with 'JNet' and 'Campus Resources'. The main content area is divided into three columns. The left column has sections for 'How Do I...', 'Academic Dates / Events & Links', and 'Parking / Police'. The middle column has 'Campus Involvement' and 'Online Content'. The right column has 'Campus Quick Links' (highlighted with an orange box), which contains a list of links including 'Annual Policy Notifications (Required Reading)', 'Blue and Gold Connection', 'B&G Express Shuttle Schedule', 'Bookstore', 'Campus Map', 'Career Services', 'Collegiate Link', 'Dean of Students', 'Emergency Management Plan', 'Building Emergency Managers', 'GoPrint', 'Healthy Javelinas (Student Health and Wellness)', 'ID Card Center', 'iTech', 'Wifi Login (pdf)', 'Network Password (same as Wifi pdf)', 'Javelina Habitat (Sustainability Services)', 'On-Campus Housing', 'Student Employment', 'Student Handbook', 'Student Recreation Center', 'Touchnet Marketplace', 'Veterans Affairs', and 'Starfish' (highlighted with an orange box).

You will be directed to your Starfish homepage

Step 4: Starfish Homepage

At the top of the page you will find a link labeled Outstanding Progress Surveys.

Click the link to reach the survey that corresponds to the courses you wish to complete.

Starfish Search for Students

Outstanding Progress Surveys: [Media Design - Section 001 \(COMM2310_001_201820\): Copy of Spring 2018 Mid Progress Survey, more...](#)

Starfish provides a simple and efficient way for people on campus to schedule time with one another, whether that time is face-to-face, over the phone, or even online. All you have to do to get up and running in Starfish is complete the information on the right, which lets people know when you will be available during the term. Then others on campus will be able to schedule appointments with you electronically. It's that easy!

Once you've signed up, you can elect to receive email notifications informing you about your upcoming meetings. Each notice will include the reason for the visit, the person's picture if available, and a link to their profile.

A well-connected campus is a better campus, so start using Starfish now!

Office Hours Setup Wizard

To schedule an appointment, [click here](#).
If your office hours don't repeat weekly, [click here](#).

Go ahead and get started by adding one time block for now! You can always add more later.

1. What day(s) do you have office hours?

M T W T F S S

2. What time are your office hours?

to

3. Where are they?

Type

Details

Instructions

Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours

[Close](#) [Set up Office Hours](#)

You will be directed to the progress survey.

Step 5: Progress Survey

A student roster will appear in a column on the left hand side with tracking items across the top.

Available tracking items include: Keep Up the Good Work, Attendance Concern, Missing Assignments, and In Danger of Failing.

Starfish Search for Students

My Students | Tracking | Attendance | Progress Surveys

Survey: Media Design - Section 001 (COMM2310_001_201820): Copy of Sp... Save Draft Never Mind Submit

Please indicate any feedback, if you have nothing to report just click submit.

Search Go

Name	No Feedback	Keep Up the Good Work	Attendance Concern	In Danger of Failing	Missing Assignments
Alk KD	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B K	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Br KC	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E K	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gg KD	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G KI	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ha KD	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jol KD	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lic KDI	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Med KDI	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total items selected: 0 Displaying 17 Students

* Required fields Save Draft Never Mind Submit

Tracking Items

Student Roster



Step 6: Student Emails

There are 4 different tracking items to raise on a student: Keep Up the Good Work, Attendance Concern, Missing Assignments, and In Danger of Failing.

The student will receive an email (see examples below) when a tracking item is raised.

1. Keep Up the Good Work

From starfish@tamuk.edu
Reply To
BCC
Subject [Starfish] Keep up the good work in Introduction to Microbiology

Congratulations Rachel on your satisfactory performance in Introduction to Microbiology! Keep up the good work. If you need course feedback or information about campus resources, please email me or come by during my office hours.

I care about your success and I will be happy to help you.
Don Maitz

2. Attendance Concern

From starfish@tamuk.edu
Reply To
BCC
Subject [Starfish] Attendance Concern for Introduction to Microbiology

Hello Rachel,

I am concerned about your attendance in Introduction to Microbiology. Regular attendance is the first step toward success in this course. Please email me or come by during my office hours so we can discuss issues that are preventing you from attending class. Here are some campus resources that may help your academic performance and assist you with personal concerns:

- PAAC Tutoring Center (Jernigan Library 220) and JESSC Tutoring Services (Engineering Complex 114);
- Writing Center (Jernigan Library 217);
- U-Turn Program and personal counseling (Health & Wellness Center);
- Career Literacy (Mesquite Village West) and Career Services (Eckhardt Hall 122).

I care about your success and I hope to see you in class regularly.

Don Maitz

3. Missing Assignments

From starfish@tamuk.edu
Reply To
BCC
Subject [Starfish] Attendance Concern in Introduction to Microbiology

Hello Rachel,

I am concerned about your missing/late assignments and your progress in Introduction to Microbiology. You are in danger of receiving a low grade in this course unless you improve your performance and submit your work in a timely manner. Please email me or come by during my office hours so we can discuss your situation. Here are some campus resources that may help your academic performance and assist you with personal concerns:

- PAAC Tutoring Center (Jernigan Library 220) and JESSC Tutoring Services (Engineering Complex 114);
- Writing Center (Jernigan Library 217);
- U-Turn Program and personal counseling (Health & Wellness Center);
- Career Literacy (Mesquite Village West) and Career Services (Eckhardt Hall 122).

I care about your success and I hope to visit with you soon.

Don Maitz

4. In Danger of Failing

From starfish@tamuk.edu
Reply To
BCC
Subject [Starfish] Attendance Concern in Introduction to Microbiology

Hello Rachel,

I am concerned about your academic progress in Introduction to Microbiology. You are in danger of failing unless your performance improves. Please email me or come by during my office hours so we can discuss your situation. Here are some campus resources that may help your academic performance and assist you with personal concerns:

- PAAC Tutoring Center (Jernigan Library 220) and JESSC Tutoring Services (Engineering Complex 114);
- Writing Center (Jernigan Library 217);
- U-Turn Program and personal counseling (Health & Wellness Center);
- Career Literacy (Mesquite Village West) and Career Services (Eckhardt Hall 122).

I care about your success and I hope to visit with you soon.

Don Maitz

Step 7: Selecting tracking items.

The default selection is No Feedback. If no feedback is necessary at this time, you may click submit complete the survey.

To submit feedback on your students, select the check box corresponding with the tracking item you would like to raise.

Starfish Search for Students

My Students | **Tracking** | Attendance | Progress Surveys

Survey: Media Design - Section 001 (COMM2310_001_201820): Copy of Sp... Save Draft Never Mind Submit

Please indicate any feedback, if you have nothing to report just click submit.

Search Go

Name	No Feedback	Keep Up the Good Work	Attendance Concern	In Danger of Failing	Missing Assignments
Ale KD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Br. KD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Go KD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. KT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ha KD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jol KD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lici KDt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Med	<input type="checkbox"/>				

Total items selected: 4 Displaying 17 Students

* Required fields Save Draft Never Mind Submit

Select the check box corresponding with the tracking item you would like to raise.

Step 8: Comments

You may also include comments related on a selected item by clicking on the note paper icon that displays to the right of the student's name.

Starfish Search for Students

My Students | Tracking | Attendance | Progress Surveys

Survey: Media Design - Section 001 (COMM2310_001_201820): Copy of Sp... Save Draft Never Mind Submit

Please indicate any feedback, if you have nothing to report just click submit.

Search: Go

Name	No Feedback	Keep Up the Good Work	Attendance Concern	In Danger of Failing	Missing Assignments
Aler K00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bo KO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bra K0C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Es KO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gor K00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gu KO...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Har K00...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Missing Assignments
Please turn in Chapter 11 assignment. |

Total items selected: 4 Displaying 17 Students

* Required fields Save Draft Never Mind Submit

This icon will only appear if a tracking item after you click on something outside of the default column check a box.

Step 9: Submitting Survey

When you have completed your survey in its entirety and are ready to submit click the submit button at the bottom of the page.

Note: once you have submitted a survey you will not be able to edit your selections.

The screenshot shows the Starfish software interface. At the top, there is a search bar with the text "Search for Students". Below the search bar, there are tabs for "My Students", "Tracking", "Attendance", and "Progress Surveys". The "Progress Surveys" tab is selected, and a dropdown menu shows "Media Design - Section 001 (COMM2310_001_201820): Copy of Sp...".

Below the dropdown, there are three buttons: "Save Draft", "Never Mind", and "Submit". The "Submit" button is highlighted with a red box. An orange arrow points to the "Never Mind" button, and another orange arrow points to the "Submit" button.

The main area of the screen displays a table of student progress. The table has columns for "Name", "No Feedback", "Keep Up the Good Work", "Attendance Concern", "In Danger of Failing", and "Missing Assignments". The table lists 17 students, with 4 items selected. The "Total items selected: 4" is shown at the bottom left, and "Displaying 17 Students" is shown at the bottom right.

Name	No Feedback	Keep Up the Good Work	Attendance Concern	In Danger of Failing	Missing Assignments
Ale K01		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Br K1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Br K0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Es K1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Go K01		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gi KC		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ha K01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jo K01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Li K00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Med		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

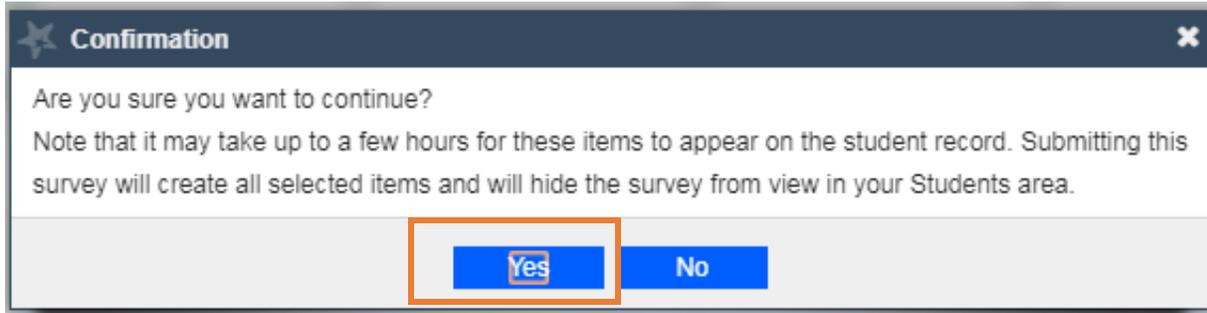
If you start a survey and are unable to complete it at one time, you can save a draft by clicking on the Save Draft button at the bottom of the screen. This will allow you to come back and revise your selections at another time during the survey availability period.

To disregard input on the survey and start over, click on Never Mind.

Step 10: Confirmation

You will receive a pop up confirmation asking if you are sure you want to continue.

Click yes to proceed.



Your survey is now complete!

Step 11: Multiple sections

If you are the instructor of record for multiple sections, you can access additional surveys by clicking on the dropdown menu in the Survey section of Starfish.

Starfish

Search for Students

My Students Tracking Attendance Progress Surveys

Survey: Media Design - Section 001 (COMM2310_001_201820): Copy of Spring 2018 Mid Progress Survey

Please select a survey:

- Media Design - Section 001 (COMM2310_001_201820): Copy of Spring 2018 Mid Progress Survey
- Learning in Global Context II - Section 128 (UNIV1102_128_201820): Copy of Spring 2018 Mid Progress Survey

Search: [Name] Go

Name	No Feedback	Keep Up the Good Work	Attendance Concern	In Danger of Failing	Missing Assignments
Ale KOL	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B KOL	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Br KOL	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E KOL	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Go KOL	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gi KOL	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ha KOL	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jo KOL	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Li KOL	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Me KOL	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total items selected: 0

Displaying 17 Students

* Required fields

Save Draft Never Mind Submit

Step 12: Survey completion

When all available progress surveys are complete. You will see a notice on the screen indicating you have completed all available surveys.

Starfish

My Students Tracking Attendance Progress Surveys

You have completed all pending progress surveys