JOHNS HOPKINS
U N I V E R S I T Y

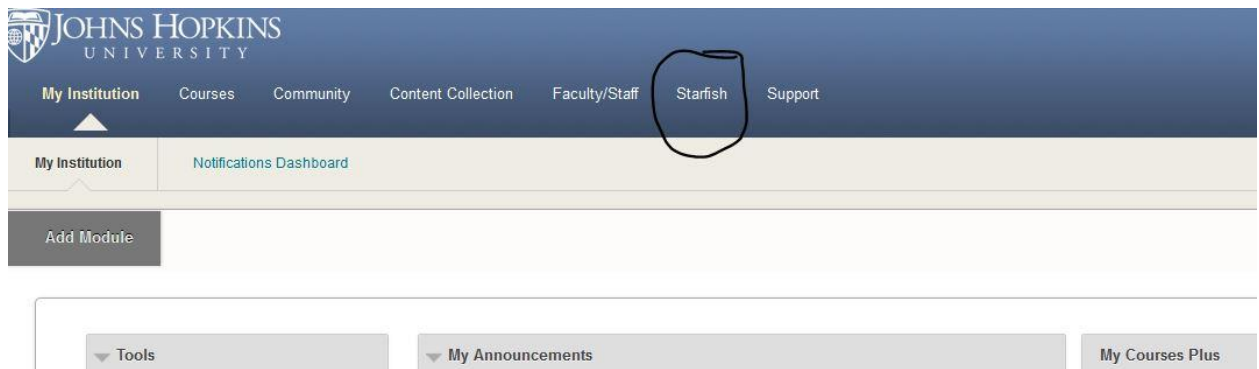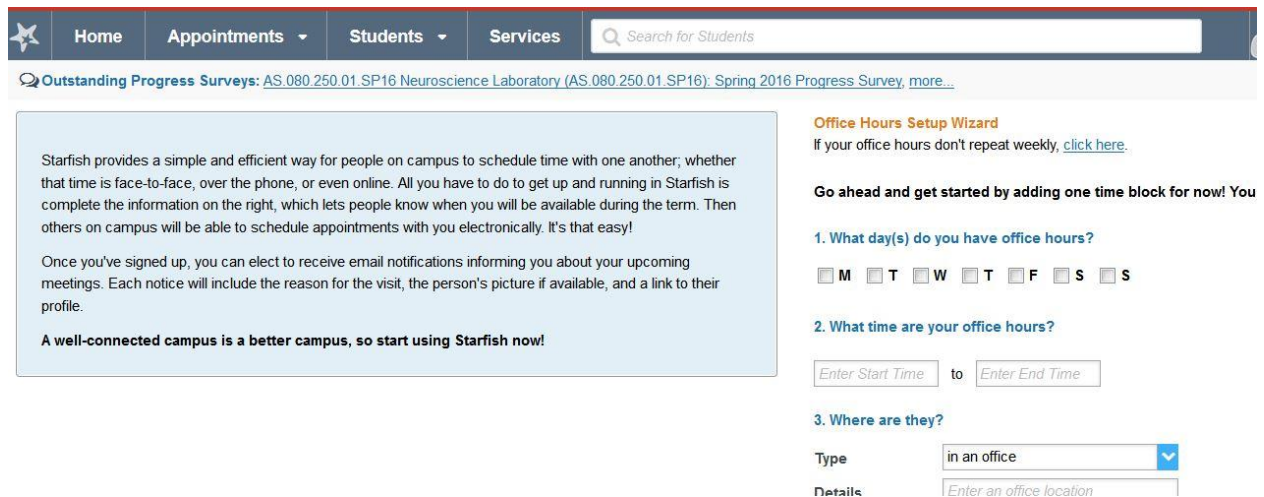**Student Academic Progress Survey Instructions**

1. Go to blackboard.jhu.edu and log in using your JHED ID and password. The Starfish tab is between the Faculty/Staff and Support tab. Do not click into your course(s).

2. Once in Starfish, there should be an Outstanding Progress survey link for each course you are teaching that semester.

3. Click the progress survey link, which will take you to a list of all students currently enrolled in that course.

4. There are three options for each student: No Academic Concerns, In Danger of Failing (Starfish Will Notify Student) and In Danger of Failing (Faculty Will Notify Student) The survey defaults to No Academic Concerns for every student. If you choose the No Academic Concerns, you are indicating that you believe this student is making satisfactory academic progress and will pass the course. If you click the box "In Danger of Failing" (Starfish Will Notify Student), then Starfish will send an auto-generated email to that student, indicating that you are concerned about their progress and they should come meet with you and/or the TA for the course. If you click the box, "In Danger of Failing (Faculty Will Notify Student) then you are indicating that you are concerned about the student's progress but you have already or will be in contact with the student personally. Regardless of which way you are choosing to notify the student (either by an auto email from Starfish or contacting the student yourself), this notification goes to the student's academic advisor in the KSAS Office of Academic Advising or WSE Office of Academic Advising.

5. The option exists to leave a note for each student if you wish. Simply click the green plus sign to the right of the student's name.

6. You will see a box come up for each concern checked, where you can enter in any notes. Please remember that all information entered is part of a student's academic record with the university and a student can request to see it at any time. Please do not enter anything in the note section you would not want read back to the student.

7. If you are not finished with the survey but need to step away, you can hit save draft at the top left corner to save any information, including notes that you are currently working on. You can also submit the survey (but will not have the option to go back and make any changes once submitted).

8. Even if you have no concerns about any of your students in any of your courses, please hit submit on each survey regardless, so we can have up to date information on each and every student's academic progress.