

### Early Alert Progress Updates

At certain points during the semester, in coordination of the drop deadline, Progress Updates will be available to make reporting on the academic progress of your students as easy and efficient as possible. Through a Progress Update you will have a quick way to inform your entire roster of students of where they stand in your course and keep their success network in the loop with how they are doing.

An email will be sent prompting you to complete the Progress Update based on the drop date for your section(s). After receiving this email, please complete the update prior to the deadline. Students will receive notification for each item raised via an email sent to their SCCCD email and can access the item in their Starfish Dashboard. The email and Dashboard will include any comments made by instructors for the following items.

Academically related flags, kudos, and referrals will appear on the Progress Update so if you are looking for an Early Alert tracking item that is not on the Progress Update it is likely because that is more of a social or counselor intervention type of tracking item. All tracking items can be raised throughout the semester through the manual raise process.

### How to complete a Progress Update

- Once you have received the email prompting you to complete the Progress Update you will be able to access them by logging into Starfish. Select the **Outstanding Progress Updates** link on your Starfish Home page (only visible when you have active updates).
- The selected update will then open, listing your students in rows and the tracking items in columns. Check the box for each desired item/ student combination. A **Comment** can also be added by using the icon  and will open a text box. Click the **Information** icon  in the upper right corner to verify whether or not the student can view the flag and related comments.
- As you are completing the update, 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 update page.
- Click the **Submit** button **only** when you are finished providing feedback as there is not an option to go back and change your progress update. If you have multiple classes, select the down arrow in the upper left-hand side to move into the next progress update.

