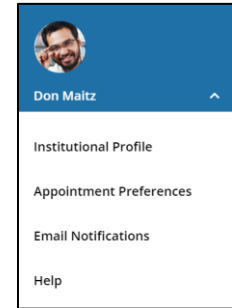


### Your Profile

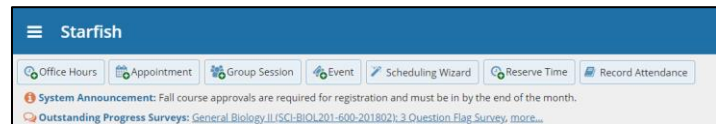
Click your name to open your Starfish Profile.

- **Institutional Profile:** Contact information, photo (info students see).
- **Appointment Preferences:** Options for adding locations, calendar managers, and appointment scheduling settings.
- **Email Notifications:** Options for receiving Starfish emails.

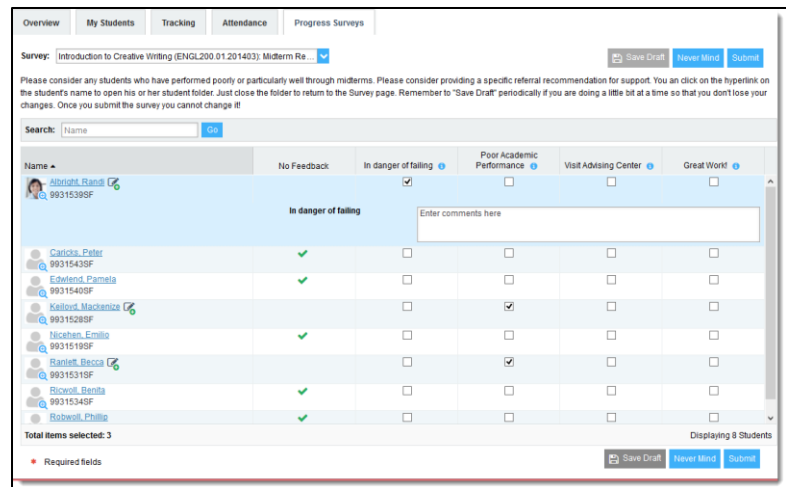


### Progress Surveys

Select the **Outstanding Progress Survey** link on the Starfish **Home** page.



- Check the boxes displayed for each item/ student combination.
- Click the comments icon (📝) to add notes.
- Click the information icon (ℹ️) to verify whether the student can view the flag.



#### Important Note:

Don't click **Submit** until you're done! You cannot modify a submitted survey. Use **Save Draft** if you aren't ready to submit your survey.

### Student Folder

When a student's name is hyperlinked (e.g. in your My Students list, or in a progress survey) this hyperlink takes you to the **Student Folder**.

From here you can review student information, raise a flag or add a note.

