**Fall 2022 Campaign Dates**

Undergraduate progress surveys launch during weeks 3 and 7 of the semester and last 1.5 weeks each. This semester, the undergraduate progress reporting periods are as follows:

* Early Progress Report (EPR): **Tuesday, September 6 - Wednesday, September 14**
* Mid-Semester Progress Report: **Monday, October 3 - Wednesday, October 12**

In addition to the two undergraduate progress reporting campaigns, instructors can always [alert advisers and others to a concern](https://pennstate.service-now.com/sp?id=kb_article_view&sysparm_article=KB0011124) about a student through Starfish. The earlier a concern is alerted, the better.

**FAQs**

**Why is progress reporting done so early in the semester?**

Progress reporting is primarily a retention solution, and it works best when students receive feedback as early as possible. Receiving early feedback allows students to know that they should correct behavior before it has an irrevocable impact on their grade. Early reporting also gives other members of a student’s support network (like academic advisers) time to help students respond to instructor concerns.

**How can instructors prepare for progress reporting?**

Not all classes will have graded work turned in by the time that the EPR survey comes out. Instructors are encouraged to focus on providing formative feedback (feedback to *improve* how a student is doing) rather than summative feedback (feedback to *prove* that the student has learned particular concepts, as in graded work). Instructors can think about what specific learning behaviors will make a student successful in their class and then come up with a few simple ways they could determine whether students are performing in a manner that is consistent with success.

**How should advisers/academic support respond to progress reporting feedback?**

Advisers can support progress reporting by clearing flags and “closing the loop” with instructors once they have had substantive contact with the student about issues raised in a progress survey *-or-* after reasonable attempts to reach out to the student about these issues have been unsuccessful. When advisers clear a flag, they will be given the option of selecting why they are clearing the flag and sending a comment to the flag raiser. Telling the instructor about the actions that were taken to follow up on their concern lets them know that participating in progress reporting was worthwhile.

**What resources are there to support progress reporting?**

Instructors of full-semester undergraduate courses will receive emails during the progress reporting period to help them get started with progress reporting. Further resources on progress reporting can be found in the Starfish Info [FAQ](https://sites.psu.edu/starfishinfo/resources/faq/#progress-reporting), [Message Templates](https://sites.psu.edu/starfishinfo/resources/messages/#instructor-raised), and [video demos](https://sites.psu.edu/starfishinfo/resources/demos/#faculty-staff-view) as well as in the [Public Knowledge Base](https://pennstate.service-now.com/sp?id=kb_article_view&sysparm_article=KB0011101). The Penn State Starfish Team (starfish@psu.edu) is available to provide additional support and training as needed.

**How can I get progress reporting data for my area?**

The Penn State Starfish team compiles participation data at the conclusion of the progress reporting period. If you would like current and/or historic participation data for your area, please contact us at starfish@psu.edu. See our [Starfish Success Stories](https://starfish.psu.edu/resources/success-stories) webpage for more information on how Starfish makes an impact at Penn State.