RIT Academic Alert

**Agenda**
- Starfish Early Alert at RIT
- User Roles and Process
- Access to Starfish
- Progress Surveys & Communications
- Training and Support for the Starfish system

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**Starfish Early Alert at RIT**

- A collaborative effort between faculty and advisors at RIT to ensure student success and persistence.

- **Goals:**
  - Alert undergraduate students when they are struggling in class(es)
  - Encourage students to seek help from the instructor, advisor and campus resources
  - Provide a “place” to store and reference academic alert information, providing a support network for the students

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**User Roles**

<table>
<thead>
<tr>
<th>Instructors</th>
<th>Academic Advisors</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Raise flag(s) when appropriate</td>
<td>- Receive email notifications from Starfish</td>
<td>- Receive email notification when alerted by instructor</td>
</tr>
<tr>
<td>- Submit progress surveys</td>
<td>- Follow up with alerted students</td>
<td>- Contact appropriate instructor, advisor and/or support office</td>
</tr>
<tr>
<td>- Follow up in Starfish: Add comments &amp; send to student</td>
<td>- Review instructor comments</td>
<td>- View success network</td>
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<tr>
<td>- Review advisor comments</td>
<td>- Clear flags</td>
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<tr>
<td>- Clear flags</td>
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</tbody>
</table>

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**Alerting Students**

- Two Methods to Alert Students in Starfish
  - **Progress Surveys**
    - Targeted campaigns designed to allow instructors to communicate with at-risk students during **key times in the term** (weeks 4-6, weeks 9-11).
    - Instructors should submit surveys even if there are no concerns for any students in class.
  - **Raise a Flag**
    - Allows instructor to send an academic alert to individual students who are at-risk **at any point during the term**.
    - Especially helpful if a student’s status changes outside of the progress survey timeframe.

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Login

- myCourses
  - http://www.mycourses.rit.edu/
  - Widget on right hand side of page

- SIS
  - Blue Starfish icons are present on Faculty Center, Advisor Center and Student Center pages

Progress Survey

- Select one area of concern per student; add comments for additional detail

Progress Survey Video

- How to Complete a Progress Survey

Comment Parameters

- Comments:
  - Clear and factual
  - Information should be specific to the alert
  - Any related information should be very general in nature
  - Supportive
  - Avoid evaluative language
  - Disclosable under FERPA
    - Students may request to view all records within Starfish

Communications Generated

- If instructor raises a flag via progress survey:
  - Student receives an automated email for each flag with instructor comments embedded
  - Instructors and advisors do not receive a copy of this email; instructor comments can be viewed in Starfish
  - Instructor and advisors both receives a daily digest summary of alerts raised

- If instructor raises a flag manually:
  - Student receives an automated email for each flag with instructor comments embedded
  - Instructors and advisors do not receive a copy of this email; instructor comments can be viewed in Starfish
  - Instructors do not receive a daily digest summary of manually raised flags

Users can access www.rit.edu/earlyalert to view all alert email templates.

Spring 2155 Progress Surveys

- Weeks 4-6 Academic Alert Progress Survey #1
  - All undergraduate courses, undergraduate students

- Weeks 9-11 Academic Alert Progress Survey #2
  - All undergraduate courses, undergraduate students
**Advisory Groups**

**Faculty Advisory Group**
- Zack Butler (GCCIS)
- Peter Byrne (CIAS)
- Matt Coppenbarger (COS)
- Mike Eastman (CAST)
- Dawn Hollenbeck (COS)
- Matt Lynn (NTID)
- Matt Marshall (KGCOE)
- Sean Sutton (CLA)

**Advisor Advisory Group**
- Cynthia Boda-Lucas (NTID)
- Abby Cantwell (SOIS)
- Gary Cole (HST)
- Mary Ann Donato (CAST)
- Angelo Fuino (USP)
- Dan Hickey (SA)
- Rosanne Klinger (COS)
- Hillary McCormick (COE)
- Mina Pulcini (GCCIS)
- Kristen Simmons (CLA)
- Rose Thomas (SCB)
- Tomika Wagstaff (ODI)

**Academic Alert: Training, Resources, and Support**

- **Training:** Email earlyalert@rit.edu to set-up individual trainings
- **User Guide:** [www.rit.edu/earlyalert](http://www.rit.edu/earlyalert)
- **Questions:** earlyalert@rit.edu