

## What is Starfish?

Starfish is a web-based tool that allows instructors to **communicate** via an **academic alert** directly with a student when they are concerned about their course progress and/or want to share feedback.

## Why should I communicate with students through Starfish?

The main benefit of Starfish is that your concerns and feedback are **shared directly with the student**, their advisors, and key departmental leadership with a *single* action. Our goal is to use Starfish as a centralized communication tool to collectively support student success!

## When should I use Starfish?

You are able to send academic alerts to **undergraduate students** in undergraduate classes at any time from the beginning of each semester through the last day of classes. An alert is sent to a student by **Raising a Flag** in Starfish.

Additionally, there are two targeted outreach campaigns that occur at strategic points each semester. These are called **Academic Progress** surveys and you will receive email notifications when the campaigns are underway.

- The first progress survey is open during weeks 4, 5, and 6 and its purpose is to provide students with early feedback
- The second progress survey is open during weeks 8, 9, and 10 (including spring break) which allows instructors to review and alert students in the second half of the term

If you do not need to raise flags for any students during a campaign, please review and **submit** all Academic Progress surveys with **No Feedback**. This ensures all students have been reviewed at key points during the term.

Remember, Starfish is available to send alerts throughout the duration of each semester, regardless of whether a survey campaign is open.

## Fall Semester Training and Support

Thursday, September 20, 2018	2 – 3 pm	CIMS 2160
Wednesday, October 17, 2018	10 - 11 am	CIMS 2160

- **Registration is required** through the RIT Center for Professional Development website: <https://www.rit.edu/fa/cpd/starfish-academic-alert-instructors-and-advisors>
- **Step-by-Step instruction guides** can be found at: [www.rit.edu/starfish](http://www.rit.edu/starfish)
- For **assistance**, email [starfish@rit.edu](mailto:starfish@rit.edu)

## How do I get started with Starfish?

- Enter **Starfish** by logging in to either [myCourses](#) or [SIS](#) and selecting the Starfish icon.
- Send alerts to **undergraduate** students you believe are academically at-risk in your course.
- Instructors may send alerts via targeted outreach campaigns at key points during the semester through a process called **Academic Progress** surveys or they may **Raise a Flag** at any point during the term.

**Starfish** ▼

 Faculty, undergraduate students, and advisors can click here to access Starfish, RIT's academic alert system.

Visit the Starfish site for additional information, user guides, and FAQs: <http://www.rit.edu/starfish>

Need assistance?  
Contact Starfish support: [starfish@rit.edu](mailto:starfish@rit.edu)

Starfish is not a myCourses tool. Please use the support contact above for questions and support.

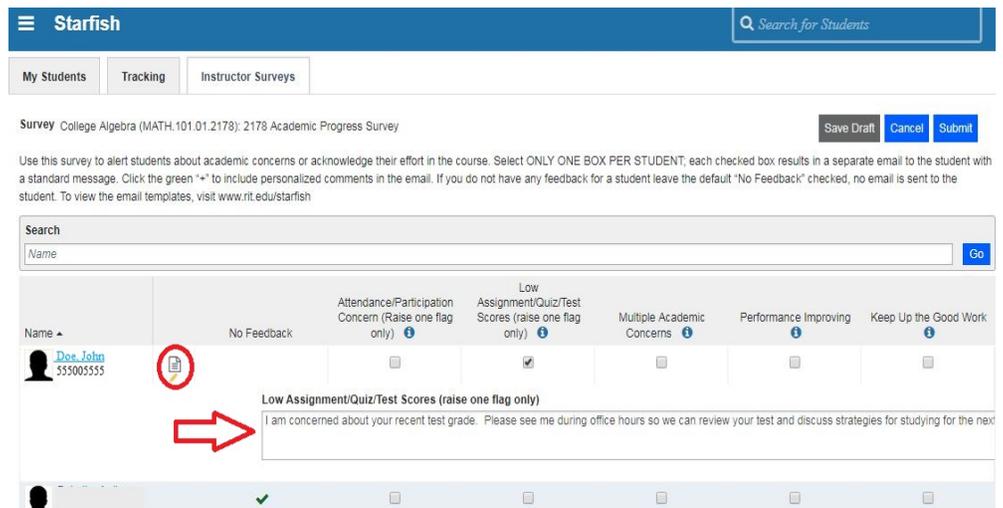
## How do I complete Academic Progress surveys?

The **Academic Progress** survey is an easy way to review an entire class at one time and provide input on student progress. Review your class roster in the survey and determine which students need to be alerted. Submit your survey after you have reviewed the entire roster, even if you have no feedback about the entire class. If you don't finish a survey, you can **Save Draft** and finish it later. To complete the survey and send the alerts you must click **Submit** before the progress survey closes. Let's get started...

Select the **Outstanding Instructor Surveys** link for one of your courses on the Starfish **Home** page.



- Check **ONE** box per student representing the area of greatest concern.
- Click the comments icon  to add notes.
- Address your comments **directly** to the student (instead of writing comments *about* the student).
- Students and advisors will **receive your comments** in an email generated from the system.
- If you have no concerns about a student, leave "No Feedback" selected. Please submit the survey even if you have no concerns about the entire class.



**Important:** Don't click Submit until you're done! You cannot modify a submitted survey or use a survey again. Use **Save Draft** if you aren't ready to submit your survey. Once you are sure you are finished, click **Submit**.