Introduction to Starfish & Academic Alerts

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What is Starfish? When should I use Starfish?

RIT’s web-based tool for faculty to communicate academic concerns to undergraduate students.

• At RIT this is called “raising a flag” or “sending an alert”

Starfish is available to send alerts and kudos throughout the semester.

There are two alert campaigns during weeks:

• The first report is open during weeks 4, 5, and 6 and it’s purpose is to provide students with early feedback.
• The second report is open during weeks 8, 9, and 10 which allows instructors to review and alert students in the second half of the term.

PLEASE NOTE: Starfish is only for academic concerns, for other behavioral or mental health concerns visit the SBCT Tiger Concern Website
Why should I communicate with students through Starfish?

• The main benefit of Starfish is that your concerns and feedback (alert and kudos) are shared directly with the student, their advisors, and key departmental leadership (chairperson) with a single action.

• Notifying advisors about the alerts allows them to provide additional educational resources and support to the students.

• Our goal is to use Starfish as a centralized communication tool to collectively support student success!
What is a flag?

• Starfish term for an academic Alert
• Sent to students who demonstrate a change in behavior that could impact their academics or are at risk of failing
• Flags used at RIT:
  - Attendance/Participation
  - Low Grade/Test/Quiz Score
  - Multiple Academic Concerns

The comments you provide are sent directly to the student and should be clear, concise, factual, and avoid evaluative language and details of personal concerns.
What is a kudos?

• Positive recognition to a student

• Two Kudos at RIT:
  
  Keep up the Good Work
  
  Recognize their work and encourage their effort

  Performance Improving
  
  Recognize their improvements in effort, performance or grades
How to send Academic Alerts?

Academic Progress Reports is a quick way to review an entire section and send alerts and kudos at key times during the semester (weeks 4, 5, 6 and weeks 8, 9, 10).
Step 1:

“MyCourses”: (https://mycourses.rit.edu/d2l/login)

In the myCourses Help and Resources, review Get ready for myCourses for information on preparing your web browser for myCourses and the Basic Introduction to get started.

Instructors will also want to visit the Faculty Course Technology Support section of the RIT Ready site for short introductory videos, answers to common questions, and additional documentation on teaching with myCourses.
Step 2:

RIT Login:
Step 3:

RIT Login Duo Push:
Step 4:

- 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](http://www.rit.edu/starfish)

Need assistance? Contact Starfish support: starfish@rit.edu

Starfish is not a myCourses tool. Please use the support contact above for questions and support.
Step 5:

Starfish provides a simple and efficient way for perceptions on campus to schedule time with one another; whether that time is face-to-face, over the phone, or even online. All you have to do to get up and running in Starfish is complete the information on the right, which lets people know when you will be available during the term. Then others on campus will be able to schedule appointments with you electronically. It’s that easy!

Once you’ve signed up, you can elect to receive email notifications informing you about your upcoming meetings. Each notice will include the reason for the visit, the person’s picture if available, and a link to their profile.

A well-connected campus is a better campus, so start using Starfish now!
Step 6:
In the top right corner, you will see the Instructor Report tab.
Academic Progress Reports

An Academic Progress Report is a quick way to review an entire section and send alerts and kudos at key times during the semester.
After you have finalized all of your alerts and kudos for students, and the corresponding comments are complete, you will need to submit your instructor report.

Note: Be careful not to hit submit more than one, or you may inadvertently complete an additional report for other sections.
Or other way:

Click your course from MyCourses:
Clearing a Flag:

Why should I close the loop?

- Documents resolution
- Clears the alert
- Communicates to instructor

Closing the loop helps instructors know the concern for students have been addressed and the student has met with the advisor.

Starfish makes it easy for the advisor to document the student’s plan, clear the flag, and communicate the summary to the instructor.
Clearing Flags & Close the Loop
Step-by-step Guide

Step 1: Menu at the top left corner of the screen
Step 2: Then select Students, and navigate to the Tracking tab.
Step 3: The Tracking tab displays summary information about all tracking items for your associated students.
Step 4: The student name appears in the left column followed by the tracking item name, the status of the flag, the person who raised by flag, and the date it was created. Advisors and instructors can clear flags when the student has made positive changes or met with the advisor and reported progress.
Step 5: To clear any flag, hover over the flag icon and select the “Clear” button.
Step 5: Instructors can clear a flag when they feel the student has addressed their concern.

1) 

2) 

3)
Step 5: Advisor can “close the loop” to the instructor.
Instructor Expectations

Send alerts to any students who are at-risk in your course
Submit academic progress reports during both campaigns
  Even if you have no concerns at the time
Raise flags outside of the reports if a student’s status has changed or there is a new concern
When raising flags, always add comments addressed directly to the student
  Keep comments brief, factual, and supportive
Clear alerts when the student has addressed the concern
  “Clear comments” are added to the alert and the advisor is notified
Additional Resources:

Video Tutorials & Step-by-step guides:  [www.rit.edu/starfish](http://www.rit.edu/starfish)

Email:  Starfish@rit.edu

**Fall 2211 Academic Progress Report Schedule**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Session</th>
<th>Open Date</th>
<th>Open Time</th>
<th>Close Date</th>
<th>Close Time</th>
<th>Last Day to Withdraw</th>
</tr>
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<tbody>
<tr>
<td>RIT Main</td>
<td>Report #1</td>
<td>Monday, September 13, 2021</td>
<td>7 am EDT</td>
<td>Sunday, October 3, 2021</td>
<td>11 pm EDT</td>
<td>Friday, November 5, 2021</td>
</tr>
<tr>
<td></td>
<td>Report #2</td>
<td>Monday, October 11, 2021</td>
<td></td>
<td>Sunday, October 31, 2021</td>
<td></td>
<td></td>
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<tr>
<td>RIT Dubai</td>
<td>Report #1</td>
<td>Monday, September 20, 2021</td>
<td>7 am EDT</td>
<td>Sunday, October 10, 2021</td>
<td>11 pm EDT</td>
<td>Thursday, November 11, 2021</td>
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<tr>
<td></td>
<td>Report #2</td>
<td>Monday, October 18, 2021</td>
<td></td>
<td>Sunday, November 7, 2021</td>
<td></td>
<td></td>
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<tr>
<td>RIT Croatia</td>
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<td>7 am EST</td>
<td>Sunday, October 10, 2021</td>
<td>11 pm EST</td>
<td>Friday, November 12, 2021</td>
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<tr>
<td></td>
<td>Report #2</td>
<td>Monday, October 18, 2021</td>
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<td>Sunday, November 7, 2021</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>7 am CEST</td>
<td>Sunday, October 17, 2021</td>
<td>11 pm CEST</td>
<td>Friday, November 19, 2021</td>
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<td></td>
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<td>Monday, November 1, 2021</td>
<td>7 am CET</td>
<td>Sunday, November 14, 2021</td>
<td>11 pm CET</td>
<td></td>
</tr>
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</table>

All 2211 alerts will be Cleared on Monday, December 20, 2021.

*You can send an academic alert at ANY point in the term by using the "Raise Flag" function.*
Instructor Resources:

Welcome to the Starfish page for the RIT community!
Within this site you will find an overview of the academic alert system, training documentation, and FAQ's.

59%
In the 2019-2020 academic year 59% of students sent an alert through Starfish ended the semester with an A, B, C, or 3E grade in that course.

66.9%
66.9% of the course sections used Starfish to communicate with students through an Academic Progress Reports for all eligible course sections during the 2019-2020 year.

26,282
26,282 meetings were scheduled with Academic Advisors in the 2019-2020 Academic Year in Starfish.
Instructor Resources:

Starfish is a communication tool that allows you to easily inform a student that they may be at-risk in specific areas within the course. Advisors assigned to the student also receive notification of your concern. Advisor and you can then take a coordinated approach to help students utilize campus resources and develop an action plan.

- Instructor Quick Guide (pdf)
- Starfish Course Design Resources
- Academic Progress Report Dates
- Starfish Communications
- Training Opportunities
- FAQs
Any Questions