



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

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

User Roles



Instructors

- Raise flag(s) when appropriate
- Submit progress surveys
- Follow up in Starfish:
 - Add comments & send to student
 - Review advisor comments
 - Clear flags

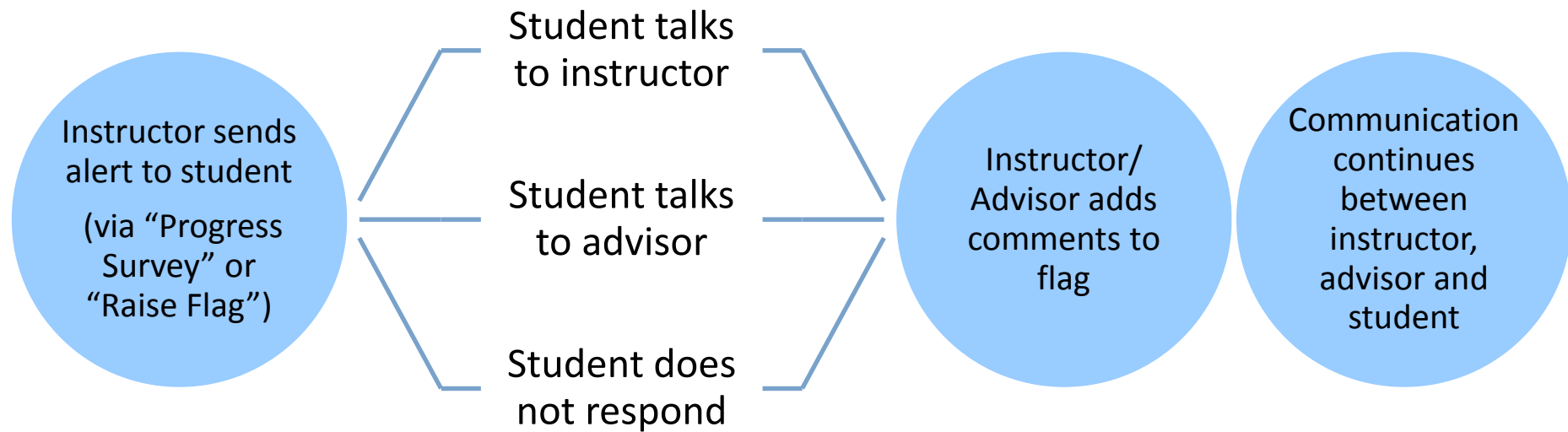
Academic Advisors

- Receive email notifications from Starfish
- Follow up with alerted students
- Follow up in Starfish:
 - Add comments & send to student
 - Review instructor comments
 - Clear flags

Students

- Receive email notification when alerted by instructor
- Contact appropriate instructor, advisor and/or support office
- View success network

Academic Alert Process



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.

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

Early Alert



Access Early Alert

Faculty, student and advisor access to RIT's early alert system.

- Documentation:
<http://www.rit.edu/earlyalert>
- Support Contact:
earlyalert@rit.edu

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

Favorites Main Menu > Self Service > Faculty Center > My Schedule

Stephanie Bauschard



Faculty Center

Advisor Center

Search

my schedule

class roster


grade roster


Faculty Center

My Schedule

Progress Survey

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

 Home Appointments ▾ Students ▾

 Alia Bailey → help | logout





My Students Tracking Progress Surveys

Survey Gen & Analytical Chemistry I (CHMG.141.01.2148): Summer 2148 ... ▾ Save Draft Never Mind Submit

please complete survey

Search

Go

Name ▲		No Concerns	Attendance Concern ⓘ	Low Participation ⓘ	Assignments ⓘ	Low Quiz/Test Scores ⓘ
 Andau, Edna 606001702			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Waidner, Colin 842005477		✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Ma, Chang 309004096		✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 Klingler (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

Questions:

earlyalert@rit.edu