

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 Reports** and you will receive email notifications when the campaigns are underway.

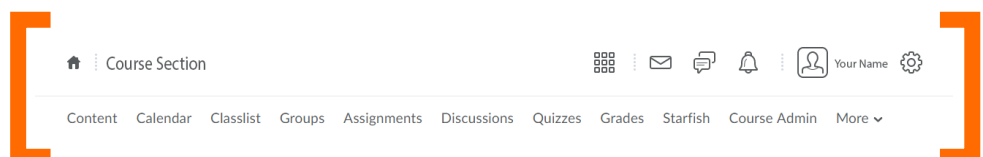
- The first progress report is open during weeks 4, 5, and 6 and its purpose is to provide students with early feedback
- The second progress report is open during weeks 8, 9, and 10 which allows instructors to review and alert students in the second half of the term

If you do not need to raise flags for any students during a campaign, please still review and **submit** all Academic Progress Reports. 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 report is open.

How do I get started with ★ Starfish?

- **Enter Starfish** by logging in to either [myCourses](#) or [SIS](#) and selecting the Starfish icon.

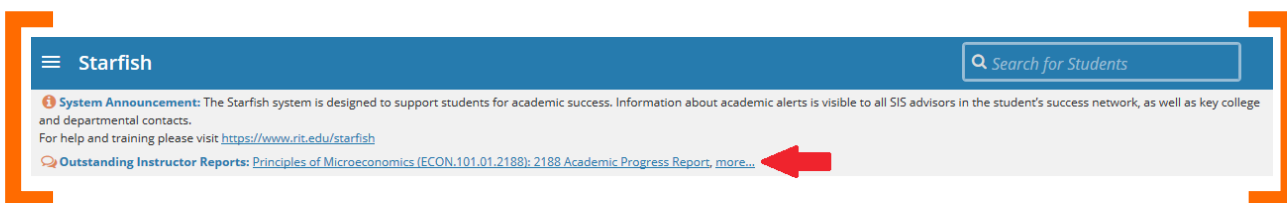


- Send alerts to **undergraduate** students you believe are academically at-risk in your course.
- Instructors may send alerts via targeted outreach campaigns at key points during the semester through a process called **Academic Progress Reports** or they may **Raise a Flag** at any point during the term.

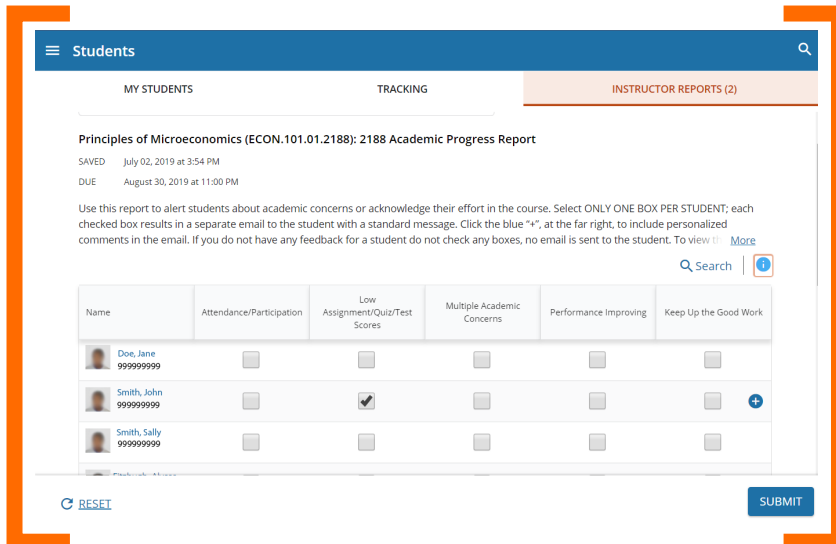
How do I complete Academic Progress Reports?

The **Academic Progress Report** is an easy way to review an entire class at one time and provide input on student progress. Review your class roster in the report and determine which students need to be alerted. Submit your report after you have reviewed the entire roster, even if you have no feedback about the entire class. If you don't finish a report, it will automatically save a draft for you to finish later. To complete the report and send the alerts you must click **Submit** before the academic progress report closes.

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



- Check **ONE** box per student representing the area of greatest concern.
- Click the blue plus icon (+) to add comments.
- 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 their row blank
- Please submit the report even if you have no concerns about the entire class.



Important: Don't click Submit until you're done! You cannot modify a submitted report or use a report again. Once you are sure you are finished, click **Submit**.

How do I clear an alert?

- In the Starfish navigation menu, select the down arrow next to **Students** then select **Tracking**.
- On the next screen, in the menu bar, set the **Connection** to **All My Students** or to a specific course.
- Locate the student and check the box in front of their name. Click the **Resolve** button at the top of the screen.
- In the **Clear Flag** box, you can add a comment why you are clearing the alert. Press the submit button. *Please note, students do not see or receive these comments, only advisors.*