



Dear Don,

Email personalized with instructor name

Academic Progress Reports are now open! The timing of the first report is designed to help academically at-risk undergraduate students get back on track early in the term. Academic alerts along with your added comments provide valuable information to students and advisors.

Date & time report will close

Academic Progress Reports are open for three weeks and will close on **5/10/2014 12:00 PM EDT**. You have the following report(s) to review and submit:

- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014

List of sections with reports available

Your action is needed even if you have no concerns.

## It's As Easy As 1, 2, 3



### Complete Your Academic Progress Report in 3 Easy Steps!

Enter Starfish by logging into either [myCourses](#) or [SIS](#) and selecting the Starfish icon.

1. Click on a report to review your class list and identify students whom you would like to share feedback. **Check one box** for the area most relevant. If you have no feedback for a student, leave their row blank.
2. To add a specific comment, click the blue (+) icon at the end of the row.  
As a reminder:
  - Address your comments **directly** to the student; do not write about the student in the third person.
  - Use language that is **supportive and constructive** (e.g. "You can still improve your grade in this course if you start attending class regularly and see me during office hours regarding your test performance.")

- Comments are sent to both the student and their advisor(s) via system-generated emails. To view sample email communications visit our [Starfish site](#).
3. Your work is automatically saved, however you must still "Submit" your report before it closes. Once you've completed the report, click "Submit."

Academic advisors will review alerts and outreach as appropriate. Instructors and advisors can review, add comments, and update alerts in the Starfish system.

## **Starfish Training Opportunities**

To learn more about how to use the Starfish system, attend one of the sessions below. Registration is required through the RIT Center for Professional Development website: <https://www.rit.edu/fa/cpdstarfish-academic-alert-instructors-and-advisors>

- Wednesday, October 2 from 2 PM - 3 PM
- Friday, October 18 from 9 AM - 10 AM
- Thursday, October 31 from 1 PM - 2 PM

## **Starfish Open Lab - New for Fall 2019!**

No Registration Required. Stop by CIMS 2160 during any of the below time blocks for one-on-one assistance with Starfish.

- Thursday, September 26 between 1 PM - 3 PM
- Monday, September 30 between 10 AM - 12 PM
- Tuesday, October 15 between 4 PM - 6 PM
- Thursday, October 24 between 10 AM - 12 PM
- Monday, October 28, between 1 PM - 3 PM

We appreciate your dedication to student success!

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**Need more information about using Starfish?** [www.rit.edu/starfish](http://www.rit.edu/starfish)  
**Have questions about Starfish?** [starfish@rit.edu](mailto:starfish@rit.edu)

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