

Dear Don,

Email personalized with instructor name

Academic alert progress surveys are now open! The timing of the first survey 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.

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

Date and time survey will close

- General Biology I – BIOL.101.01.2171
- General Biology I – BIOL.101.02.2171
- General Biology II – BIOL.102.01.2171
- General Biology II – BIOL.102.02.2171

List of sections with surveys available

Your action is needed even if you have no concerns.

Instructor tips:

List of helpful instructor tips

1. Enter Starfish by logging into either [myCourses](#) or [SIS](#) and selecting the Starfish icon.
2. At the top of your Starfish homepage, you will see links for "Outstanding Instructor Surveys" for your class sections.
3. Click on a survey to review your class list and identify students who you would like to send feedback.
4. If you do not have any feedback for the entire class, click "**Submit**" now.
5. For students with whom you would like to share feedback, **check one box** for the area most relevant. If you have no feedback for a student, leave "No Feedback" selected.
6. To add a comment, click the small green (+) icon next to the student's name.
7. Indicate specifics in the **comment** box; if you have thoughts about any other area, include them with your comments.
 - o Address your comments **directly** to the student; do not write about the student in the third person.
 - o 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.")
 - o Comments are sent to both the student and their advisor(s) via system-generated emails. To view sample email communications visit our [Starfish site](#).
8. Once you've completed the survey, click "Submit". Alerts will not be sent if the survey is saved as a draft, you must you go back in and click "Submit" before the survey closes.
9. Academic advisors will review alerts and outreach as appropriate. Instructors and advisors can review, add comments, and update alerts in the Starfish system.

Need more info about using Starfish? www.rit.edu/starfish

Have questions about Starfish? starfish@rit.edu

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