

# Home

**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.**

We are continuously developing this site and information will be updated regularly; please check back frequently for the newest updates about academic alerts!

## **Summer 2188 Academic Progress Surveys for RIT Rochester, NY Campus\***

### **12-Week session**

**Academic Progress survey 2188-1 will open at 7am on Tuesday May 28th and close at 11pm on Tuesday June 11th.**

**Academic Progress survey 2188-2 will open at 7am on Tuesday July 7th and close at 11pm on Tuesday July 16th.**

Last day to withdraw with a grade of "W" is Wednesday July 24, 2019.

### **First 6-Week Session**

**Academic Progress survey 2188-6wk1 will open at 7am on Tuesday May 28th and close at 11pm on Tuesday June 11th.**

Last day to withdraw with a grade of "W" is Wednesday June 18, 2019.

### **Second 6-Week Session**

**Academic Progress survey 2188-6wk2 will open at 7am on Tuesday July 9th and close at 11pm on Tuesday July 16th.**

Last day to withdraw with a grade of "W" is Wednesday August 1, 2019.

All 2188 flags will be Cleared on Friday August 16, 2019.

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

## **IMPORTANT INFORMATION FOR INSTRUCTORS:**

### **Starfish Instructor Quick Guide**

### **How to Complete an Academic Progress Survey Video**

Starfish allows the course instructor 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 the instructors concern. Instructors and advisors can then take a coordinated approach to help students utilize campus resources and develop an action plan.

The progress survey allows an instructor to send alerts related to different aspects of academic performance (attendance/participation, low assignments/tests scores, or multiple concerns). Each topic identified as a concern will generate an automated [email that goes directly to the student](#). We ask that you:

- Check only *ONE* box for the performance area of **greatest** concern
  - Indicate in the comment box any specifics about the alert, including your concerns related to the other performance areas.
  - Selecting more than one box triggers separate emails to the student for *each* area of concern, resulting in multiple emails.
- Any time an instructor raises a flag (via progress survey or "Raise Flag") and includes a comment, the comment is embedded in the standardized [email](#) and ***goes directly to the student***. Please direct all comments directly to the student.
- All comments and messages are stored in the Starfish system and are disclosable under FERPA.
- In-person training is highly recommended for instructors to understand the system's additional functionality & communications related to alerts. In the meantime, a user can get a good overview of the system by reviewing the information listed under each of the menu items included on this site.

## Training and Questions:

Training sessions will be offered through CPD on:

- Tuesday, September 17, 2019 - 10:00am to 11:00am
- Wednesday, October 2, 2019 - 2:00pm to 3:00pm
- Friday, October 18, 2019 - 10:00am to 11:00am
- Thursday, October 31, 2019 - 1:00pm to 2:00pm
- Please register at: <https://www.rit.edu/fa/cpd/starfish-academic-alert-instructors-and-advisors>
  
- The [step-by-step guides](#) on this site serve as a user guide.
- For individual training or questions, please email [starfish@rit.edu](mailto:starfish@rit.edu) or call 585-475-5057
- If you have any questions not addressed on this site, please contact [starfish@rit.edu](mailto:starfish@rit.edu)