Starfish Newsletter

WELCOME

Welcome back to a new academic year! We hope you had a refreshing break and are ready to dive into the new semester. As we continue to improve Starfish, this newsletter will guide you through important dates, new initiatives, and how to enhance student engagement through our system.

ROSTER VERIFICATION

As part of our ongoing efforts to support student success and comply with federal financial aid requirements, faculty are encouraged to participate in Roster Verification via Starfish, as detailed in the Roster Verification Policy. Here's the schedule for your planning:

Full Term Courses:
- Announce: Wednesday, August 28 @ 9 AM
- Launch: Thursday, August 29 @ 1 AM
- Closes: Thursday, September 5 @ 11 PM

Late Start Courses:
- Announce: Wednesday, October 16 @ 9 AM
- Launch: Thursday, October 17 @ 1 AM
- Closes: Friday, October 18 @ 11 PM

This process starts with an email from the Provost, followed by a detailed email from the Registrar with all the necessary instructions. Using Starfish, you can quickly indicate which students have not attended or have stopped attending your classes. This step is vital for both in-person and online courses and helps us ensure that our students receive the right support at the right time. We appreciate your dedication to maintaining accurate academic records and aiding our students in their educational journey.

Attend our brief workshops and open sessions for assistance with Roster Verification:

- **Workshops:** Aug 22 & Oct 10, 11:30 AM - 12 PM
- Open Sessions: Aug 29, 30; Sept 3-5; Oct 17, 18 from 9 AM - 2 PM (Drop in at your convenience: https://pennwest-edu.zoom.us/j/8223886679)

contact us at Starfish@pennwest.edu

PROGRESS SURVEYS

This semester's Progress Surveys will launch on **September 18 @ 9 AM and close on September 25 @ 11 PM.** These surveys not only assist in identifying students who require assistance in their classes but also serve as an extension to Roster Verification, allowing faculty to record the last date of attendance for students who have stopped attending.

These surveys help us identify and support students facing challenges. We use flags, emails, texts, and calls to connect them with Success Coaches, tutors, and other resources.
- For **All Students:** Surveys support struggling students and provide positive feedback to those doing well.
- **Athletics**: We work with Athletics to ensure NCAA compliance and provide feedback on student-athletes.
- **Greek Life**: Feedback is also extended to students in fraternities and sororities.
- **Midterms**: Scheduled before midterms, the surveys give students extra opportunities to improve and get support.

Your active participation in these surveys is important for supporting our students' academic journey and overall well-being.

D2L AND FACULTY ADVISOR FLAGS

As part of our ongoing efforts to enhance student success, we are piloting a new process to monitor D2L login activity specifically for online courses. This initiative is a key component of our broader Data-Informed Support strategy, designed to provide timely and tailored interventions that support students' academic success.

D2L Login Monitoring: We are conducting a fall 2024 pilot to identify students who are not engaging with their online courses early in the semester, enabling timely interventions to support their success. A D2L Login flag will be activated in Starfish for online students who have not logged into D2L after the add/drop period. These students will receive an email encouraging them to engage with their courses. A disclaimer will be included, allowing students to disregard the message if they are working on assignments that do not require D2L login. Faculty who do not wish to participate can opt out by completing a short survey that will be sent after Roster Verification. We plan to expand to a full program in spring 2025, covering all courses after add/drop and Roster Verification.

Faculty Advisor Assignment: We are implementing a flag for students without a faculty advisor, activating in the second week of the semester. This flag prompts an email to the student with contact information and steps to connect with their department. We hope this will help students get an advisor assigned before **Advisor Holds** are placed. This initiative doesn't add extra work; it's simply an additional layer of support to ensure students receive the guidance they need, especially if they've changed majors or have other circumstances.

These initiatives reflect our commitment to providing proactive and comprehensive support to our students. Please stay tuned for further updates as we continue to refine these processes.

ORIENTATION TO WELCOME WEEK

At New Student Orientation, we introduced the Starfish platform by giving presentations and providing students with handouts. These handouts guided students to find 24 hidden starfish and learn about Starfish's key features, including the popular "Raise Your Hand" feature. Parents appreciate this feature because it allows their students to ask for help online, promoting independence while providing support. Click HERE to view the handout.
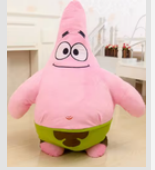
This fun engagement continues with the Welcome Week Starfish Hunt, where students will find stuffed Patrick Starfish across all three campuses. Each stuffed Patrick serves as a friendly reminder that help is just a click away. Those who find one are asked to take a selfie, post it, and scan the QR code for a tutorial on the "Raise Your Hand" feature. Please remind students to explore Starfish, as engaging with it early will help us provide them with timely support throughout their academic journey.

OFFICE HOURS & CALENDAR SYNCING

Sync your Starfish and Outlook calendars to optimize your availability for students.
Setting Up Office Hours: Quick setup with this **One-Page Handout**. Remember to set an end date for your office hours each term.

ATTENDANCE

Use Starfish to keep accurate attendance records and support student success. Attendance tracking in Starfish allows system flags to automatically email students when they miss three or more classes, helping you stay on top of student engagement.
- **Recording & Editing Attendance: How-To Guide**
- **Running Attendance Reports & Printing Rosters: How-To-Guide**

ADVISEE MANAGEMENT

Easily locate and filter your advisees in Starfish with these helpful resources:
- **Advisee Video**
- **Advisee Handout**

COMMONLY ASKED QUESTIONS:

Noticing incorrect students or rosters in Starfish? The solution might be simpler than you think. Start by checking your filters, as they carry over from session to session and could affect what you see. Also, keep in mind that Starfish synchronizes data from other systems. If updates haven't been made in those systems, they won't be reflected in Starfish. For example, changes to Faculty Advisors or class rosters must be updated in Banner first to ensure accurate information appears in Starfish. For detailed instructions click this One-Page Handout.

WORKSHOPS:

Stay informed and enhance your skills by attending our workshops: **Workshop Link**

WE'RE HERE TO HELP

For any assistance, or if you require additional training, the Starfish team is just an email away at starfish@pennwest.edu. Let's make this semester a remarkable one!