Starfish Activities
Spring 2019 Semester Timeline
January 22 – May 16, 2019

This Timeline is for **STC Faculty teaching Dual Enrollment Academy Programs** courses.

Activity	Dates	Role	Description
1	Jan. 22- Feb. 1	Student	**Activate** – Student emails and update Starfish profiles
2	Jan. 22- Feb. 1	Faculty	**Create/update** – Faculty update Starfish profiles and office hours, including location
3	Jan. 24 – Jan. 28	Faculty	**Verify** – First Week Attendance Roster Verification
4	Jan. 31 – Feb. 6	Faculty	**Clear Flags** – Attendance Roster Verification
5	Feb. 11 – Mar. 1	Faculty	**Progress Survey #1** – Submit 1st Survey (Wks. 4-6)
6	Mar. 25 – Apr. 12	Faculty	**Progress Survey #2** – Submit 2nd Survey (Wks.10-12)

***NOTE:** Starfish will be available to faculty throughout the semester.
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Activity 1: During the first two weeks: Student Instructions will be provided for the following: how to activate their JagMail, update their Starfish profiles, and use the "raise your hand" icon in the Starfish portal.
Academy Programs staff will assist students to activate/update their profiles.

Activity 2: During the first two weeks: Faculty will create and/or update their Starfish profile, which includes their office hours, campus location, and office number.

Activity 3: During week 1 of the semester: Faculty will verify the First Week of Attendance (Attendance Roster Verification) using Starfish.

Activity 4: During week 2 of the semester: Faculty will revisit the attendance roster verification flags to clear flags for any students who are now attending class and clear any "Raised Hand" flags.

Activity 5: During weeks 4-6 of the semester: Progress survey #1 will be launched. Faculty will be prompted to raise **DE Academy** flags for students who are "in danger of failing", or who have "attendance issues".
*If no academic or attendance concerns, please provide kudos by selecting **"DE Academy Earning an A" or "DE Academy Earning a B"**

Activity 6: During week 10-12 of the semester: Progress survey #2 will be launched. Faculty will be prompted to raise **DE Academy** flags for students who are "in danger of failing", or who have "attendance issues". In addition, if the previous flags raised during week 6 have been addressed, please use this opportunity to clear those flags.
*If no academic or attendance concerns, please provide kudos by selecting **"DE Academy Earning an A" or "DE Academy Earning a B"**

*Please refer to the Academic Affairs Division webpage for more information on Starfish Activities.