

Starfish - Faculty Guide

Progress Survey Instructions

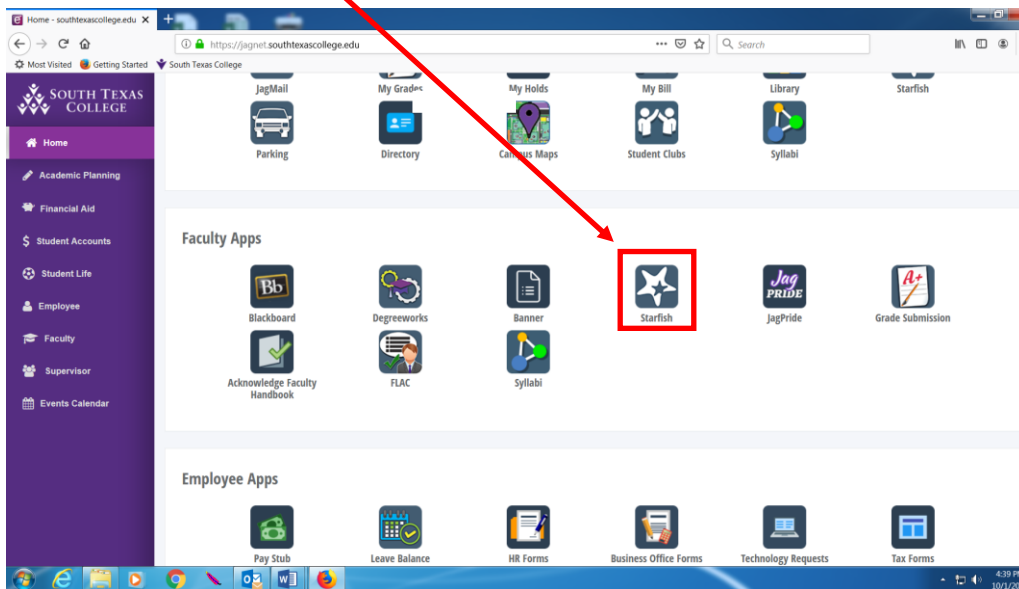
South Texas College encourages faculty to use the Starfish Early Alert system to assist in communication between faculty and students. In an effort to ensure students are on track to successful completion, faculty will be prompted to participate in two separate Progress Surveys. Research shows that students are more successful when interventions and resources are provided early on in their studies. With that in mind, faculty will receive an email notification just before week 4 reminding them of the upcoming survey. At the beginning of week 4, faculty will be prompted to participate in Progress Survey 1, which will be available during weeks 4 – 6 of the semester. This will allow enough time for students to schedule appointments with their faculty to discuss options or interventions (such as tutoring) available to help them succeed.

During weeks 10-12 (just before the semester drop date), faculty will be prompted to participate in Progress Survey 2. As a reminder, faculty are able to utilize Starfish to flag students, if concerns arise, at any point of the semester.

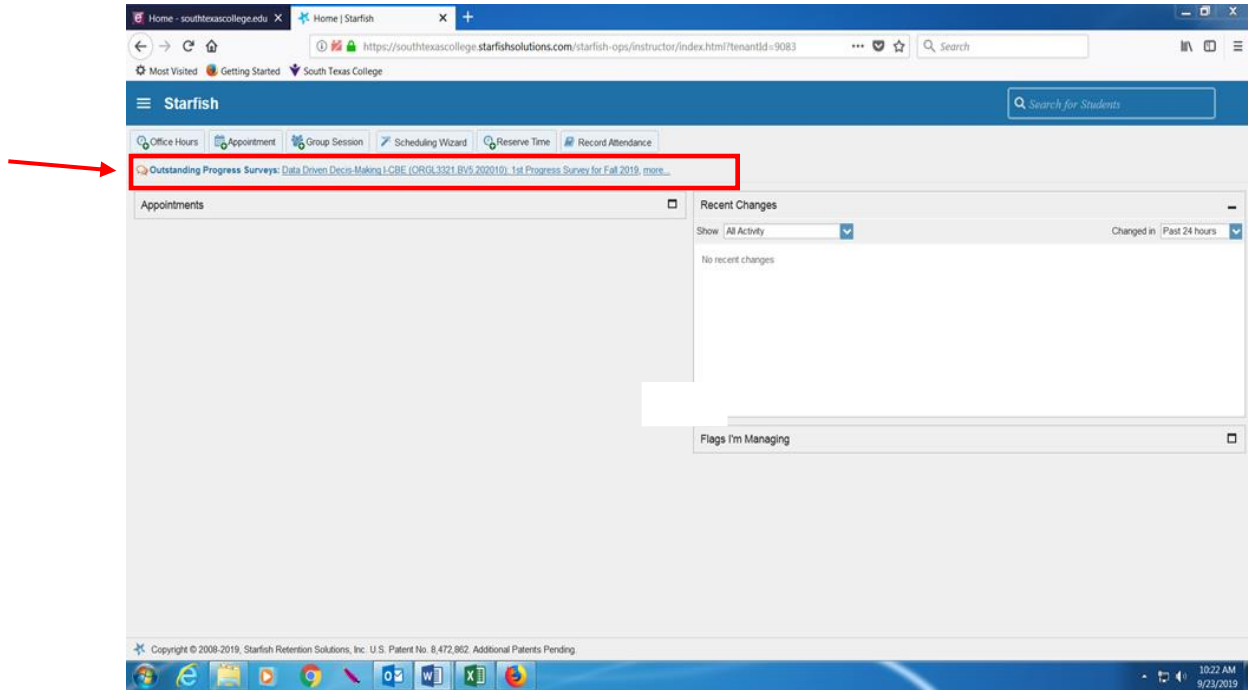
Progress Survey

The following instructions were developed to help faculty respond to Progress Surveys:

Step One: Log on to JagNet and click on the Starfish Icon.

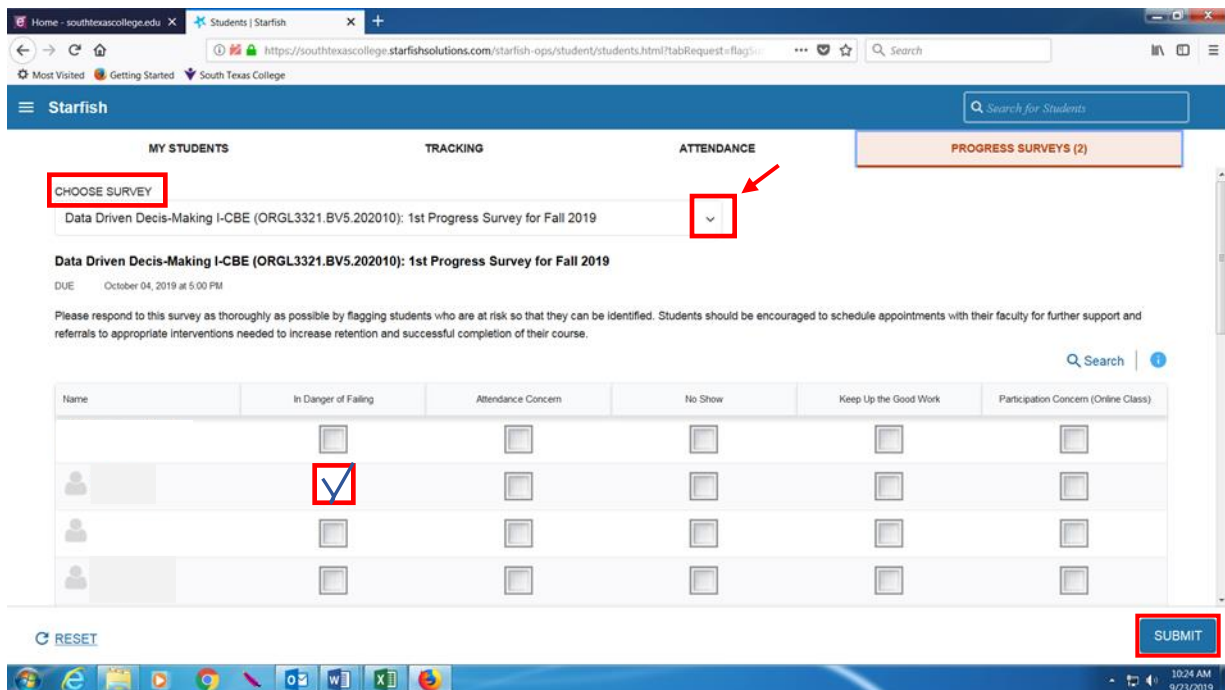


Step Two: The following page should appear. Please click on the link to access your Progress Survey:



NOTE: If you do not have a link to the survey, you do not need to submit one.

Step Three: The following window should appear. Using the drop down arrow, choose your course survey and click on the corresponding student boxes. Once you have flagged your students, click on “Submit” at the bottom right hand corner.



NOTE: It is not necessary to flag all your students. Only flag students you believe are at-risk, need interventions, or use your discretion in sending “kudos” to select students.

Example Progress Survey and its components:

The screenshot displays the Starfish Admin interface for editing progress surveys. A modal window is open, showing a progress survey form for 'General Biology 1 (BIOL101.109.04): Fall 2011 General Survey'. The form includes a search bar, a 'Default Response' section, and a table for tracking student progress. The table has columns for 'No Feedback', 'Poor Attendance', 'Poor Performance', 'Poor Participation', and 'Excellent performance'. Red arrows point to various parts of the form: 'Instructions', 'Target course', 'Default Response', 'Progress Items', and 'The information icon displays the description for the related tracking item.'

Name	No Feedback	Poor Attendance	Poor Performance	Poor Participation	Excellent performance
Albright, Sandy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrews, Sandy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Berace, Jeff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapoff, Jeff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fisher, Jim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fisher, Jim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oliver, Lucy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Sara	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For additional questions, please contact:

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