

Starfish – Faculty Guide

Progress Survey Instructions

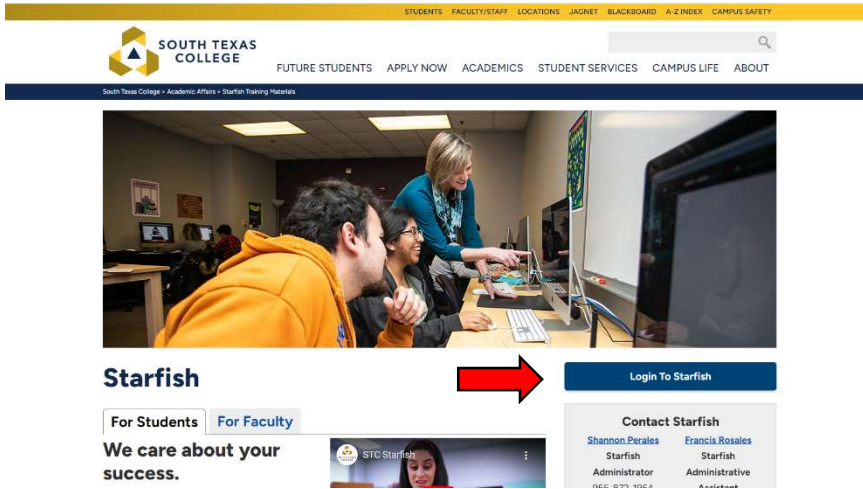
South Texas College encourages faculty to use the Starfish Early Alert system to assist in communication between faculty and students. To ensure students are on track to successful completion, faculty will be prompted to participate in two separate Progress Surveys. Research shows that students are more successful when interventions and resources are provided early on in their studies. With that in mind, faculty will receive an email notification reminding them of the upcoming survey. 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 can 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: Visit the Starfish website at <https://academicaffairs.southtexascollege.edu/starfish/> and click on the blue login button. A login screen will pop up and add your STC credentials



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Starfish

For Students For Faculty

We care about your success.

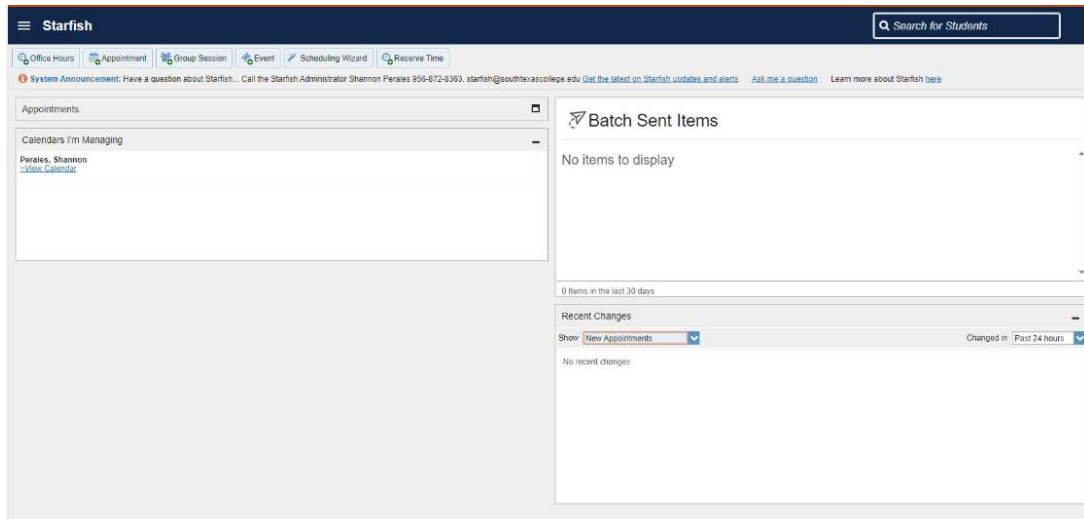
STC Starfish

Login To Starfish

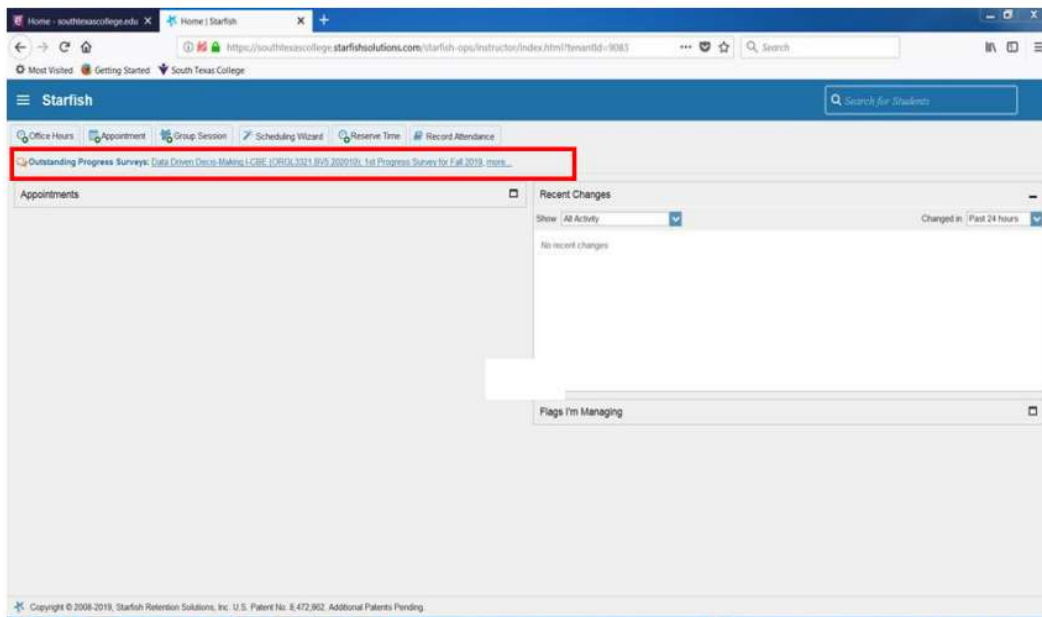
Contact Starfish

| | |
|--|--|
| Shannon Perales Starfish Administrator | Francis Rosales Starfish Administrative Assistant |
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Step two: Your Starfish home page should appear (see below for an example).

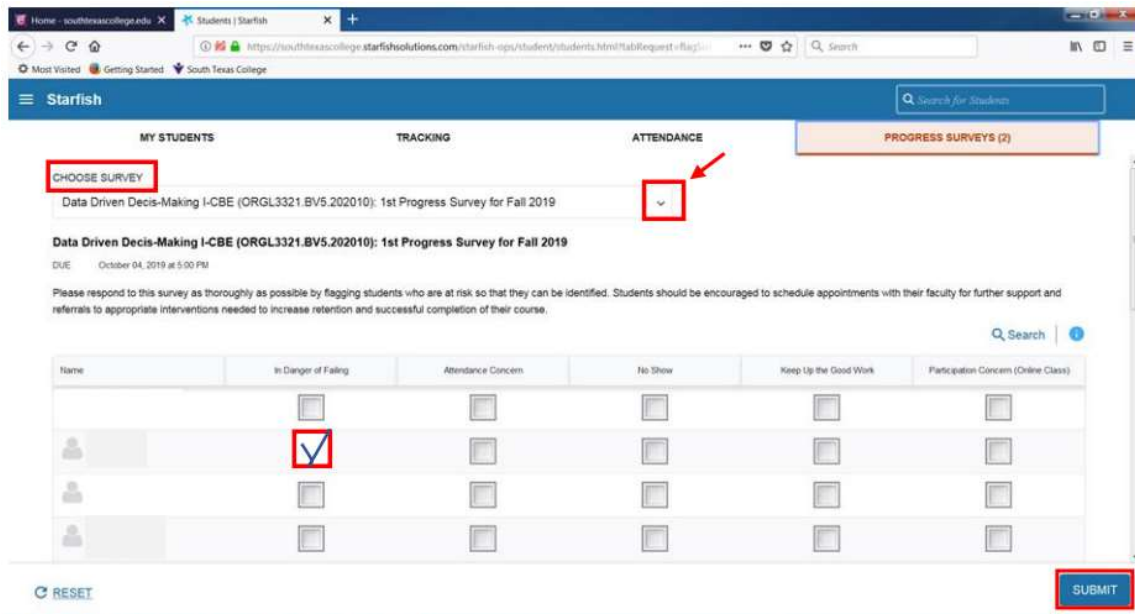


Step three: The following page should appear. Please click the link to access your Progress Survey.



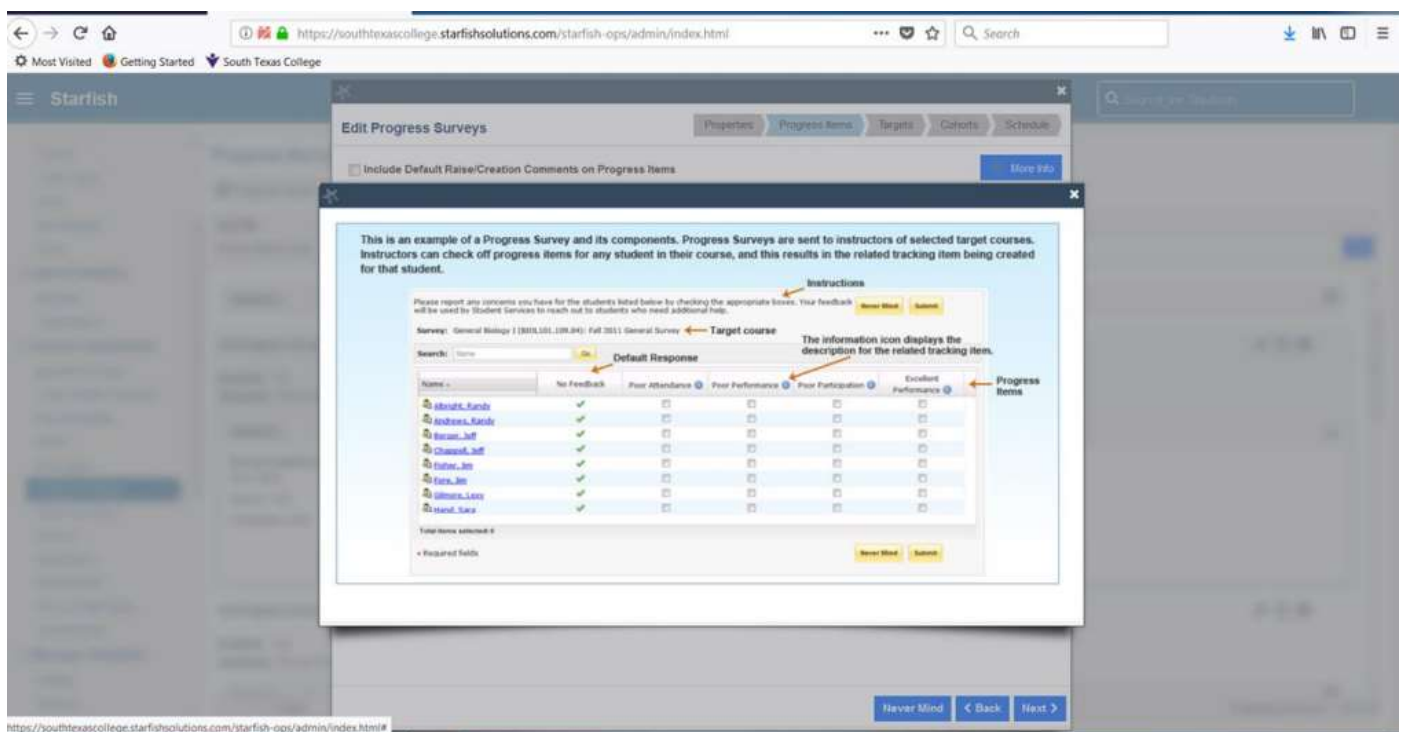
NOTE: If you do not have a link to the survey, you do not need to submit one.

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



Shannon Perales

Starfish Administrator



We're here to help, reach out to Starfish today!

Email: starfish@southtexascollege.edu

Phone: (956)872-8363

