



Starfish Activities

Fall 2024 Semester Timeline

August 26 – December 15, 2024



This Timeline is for: Lecturers, Adjuncts, and Full-Time Faculty.

Dates	Role	Description
Aug. 26 – Sept. 20	Student	Activate - Student emails and Complete 1 st Week Starfish Access Assignment.
Aug. 26 – Sept. 13	Faculty	Create/update - Faculty update Starfish profiles and office hours, including location.
Aug. 28 – Sept. 4 (Submit No Later than Noon)	Faculty	Verify- First Week Financial Aid Attendance Verification
Sept. 5 – Sept. 10 (Submit No Later than 3 PM)	Faculty	Clear Flags – Attendance Verification
Sept. 23 – Oct. 3 (Submit No Later than 11 pm)	Faculty	Progress Survey #1 - Submit 1 st Survey (Week 5 & 6)
Oct. 4 – Oct. 20	Faculty/Staff	Clear Flags – Progress Survey #1
Oct. 21 – Oct. 31 (Submit No Later than 11 pm)	Faculty	Progress Survey #2 - Submit 2 nd Survey (Week 9 & 10)
Nov. 1 – Dec. 15	Faculty/Staff	Clear Flags – Progress Survey #2

***Timeline is tentative and subject to change.**

***NOTE:** Starfish will be available to faculty who are teaching throughout the semester.

Pre-Semester: Faculty will create and/or update their Starfish profile, to include profile picture, office hours, campus location, and office numbers

1st Week: Faculty will encourage students to participate in the Starfish Access Assignment or Starfish Activity. Student instructions are provided for the following: how to activate their Jgmail, update their Starfish profile, and use the “raise your hand” icon in the Starfish portal

During week 1 of the semester: Faculty will verify the First Week Attendance using Starfish Surveys

2nd Week: Faculty will revisit the attendance verification flags to clear flags for any students who are now attending class and clear any “raised hand” flags

5th & 6th Week: Progress Survey #1 will be launched. Faculty will be prompted to raise flags for students: Who have concerns or Kudos for those doing well.

7th & 8th Week: Revisit the concerns and clear Flags from Progress Survey #1

9th & 10th Week: Progress Survey #2 will be launched. Faculty will be prompted to raise flags for students: Who have concerns or Kudos for those doing well in addition, if the previous flags raised during weeks 5 & 6 have been addressed, please use this opportunity to clear those flags.

End of Semester: Revisit the concerns and clear Flags from Progress Survey #2

*Please refer to the Starfish Webpage for instructions:

<https://www.southtexascollege.edu/starfish>

Questions: starfish@southtexascollege.edu

NOTE: Dual Credit courses please see Timeline for Dual Credit (“S” Sections).

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