



Starfish Activities

Spring 2025 Semester Timeline

January 21, 2025 – May 15, 2025



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

Activity	Dates	Role	Description
1	Jan. 6 – Jan. 30	Student	Activate - Student emails and update Starfish Profiles: Complete the Starfish Access Assignment.
2	Jan. 6 – Jan. 30	Faculty & Staff	Create/update - Faculty update Starfish profiles and office hours, including location.
3	Jan. 23 – Jan. 29 (Submit No Later than Noon)	Faculty	Verify- First Week Attendance Verification
4	Jan. 30 – Feb. 3 (Submit No Later than 3 pm)	Faculty	Clear Flags – Attendance Verification
5	Feb. 17 – Feb. 26 (Submit No Later than 11 pm)	Faculty	Progress Survey #1 - Submit 1 st Survey
6	Feb. 27 – March 23	Faculty & Staff	Clear Flags – Progress Survey #1
7	March 24 – April 2 (Submit No Later than 11pm)	Faculty	Progress Survey #2 - Submit 2 nd Survey
8	April 3 – May 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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