

From:

Sent: Friday, February 19, 2021 2:41 PM

To: FT Faculty; PT Faculty

Subject: Happening Next Week: Starfish Early Alert Progress Survey Trainings!



Greetings Instructional Faculty,

We are excited that you are Starfishing! Happening next week (February 22-25), we will be offering Starfish Progress Survey Trainings. Come early March, you will receive NVC email notifications of when Progress Surveys are announced and deployed (i.e. enabled) in Starfish Early Alert.

About Starfish Early Alert Progress Surveys

Starfish gives you a convenient way to provide feedback and comments on several students at once at key points in the term. Each Progress Survey is a collection of tracking items (Kudos and Flags (nudges)) that instructors can select and comment on for students in each of their course sections.

For Phase 1, we are focusing on students that are participating in Support Programs (i.e. Athletics, CalWORKs, Black Male Excellence, EOPS/CARE, MESA, Academic Probation Students, Puente, SSS TRIO and UMOJA).

Mid-Term Progress Reports (“The old paper way”)

Instructional Faculty may recall that prior to Starfish Early Alert, Faculty would receive requests through Interoffice Mail from Support Programs to complete an Academic Progress Report via paper forms in regards to Support Program students. Often times, faculty would receive multiple requests for a single student that is participating in multiple Support Programs.

With Starfish Early Alert, no longer will faculty have to:

- Complete a Mid-Term Progress Survey by endless paper;
- Nor have to complete a Mid-Term Progress Survey for a single student, 3 times, of whom are participating in three separate Support Programs;

A sample of a paper Academic Progress Report form from Napa Valley College. The form is titled "NAPA VALLEY COLLEGE" and "Semester: 2021A". It includes fields for Student Name, College ID, Course Name & Section, and Instructor Name. The form contains several sections with checkboxes and radio buttons for tracking student performance and attendance. Section 1 asks "HOW IS THE STUDENT PERFORMING IN YOUR CLASS?" with options for "10% Very Well", "20% Well", "30% Average", "40% Below Average", and "50% Poorly". Section 2 asks "DOES STUDENT PARTICIPATE IN CLASS?" with options for "Yes, student participates", "No, student does not participate", "Online Course: yes, participates", "Online Course: no, does not participate", and "I'm not sure if student is participating". Section 3 asks "HOW IS THE STUDENT'S ATTENDANCE?" with options for "Attending class", "Not attending class", "Too many absences", "Tardiness", "Not attending class", and "Dropped from Course". Section 4 asks "DO YOU RECOMMEND THAT THE STUDENT BEEN?" with options for "Tutorial help", "Writing Center", "Math Lab", "Meeting with instructor", "Office Office Hours", and "Referral for Learning Accommodations". The form also includes a "COMMENTS" section and a line for the Instructor's Initials.

The Mid-Term Progress Survey is all done electronically through Starfish Early Alert.

Learn more about Progress Surveys

[Progress Survey Flyer](#) or attached to email

[Video Demo Respond to Progress Surveys](#)

[Getting Started Guide: Progress Surveys](#)

[Starfish Training Session](#)

If you have not attended a Starfish Training, we encourage you to sign-up and learn how this very useful tool can be utilized in your classroom.

Got questions or need help? Email us at Starfish@napavalley.edu or visit our [Starfish Webpage](#) for [Live Support](#).

Let's Starfish Together!

Sincerely,

The Starfish Team