

## Getting Started Guide Progress Surveys

### Welcome to 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).

### Login to Starfish

LOGIN “one of three ways”: [Starfish Webpage](#) or [myNVC page](#), and/or through [Canvas](#).



**Starfish and Canvas Integration** for Instructional Faculty: Starfish will appear in your Course Navigation by default. \*Note, if you disable Starfish, students will not see Starfish in Canvas. Students would then have to access Starfish through the Starfish Webpage or myNVC page.

### Demo Video on Progress Surveys

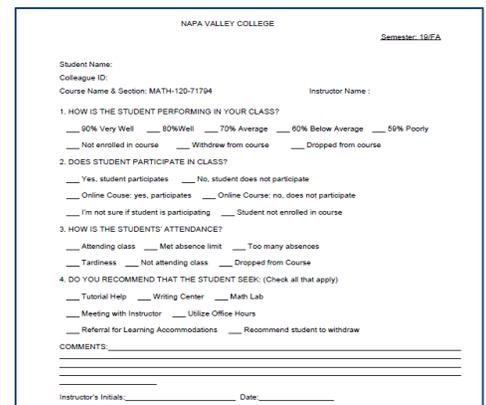
Watch the [Respond to Progress Surveys](#) video for a demonstration of this feature.

### 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;



The image shows a paper form titled "NAPA VALLEY COLLEGE" with "Semester: 16/17A" in the top right corner. The form includes fields for "Student Name:", "Colleague ID:", "Course Name & Section: MATH-120-71794", and "Instructor Name:". It contains several sections of checkboxes and radio buttons for performance evaluation, participation, and attendance. Section 1 asks "HOW IS THE STUDENT PERFORMING IN YOUR CLASS?" with options from "90% Very Well" to "50% Poorly". Section 2 asks "DOES STUDENT PARTICIPATE IN CLASS?" with options for participation and non-participation. Section 3 asks "HOW IS THE STUDENTS' ATTENDANCE?" with options for attending class, meeting absence limit, tardiness, not attending class, and dropped from course. Section 4 asks "DO YOU RECOMMEND THAT THE STUDENT SEEK: (Check all that apply)" with options for Tutorial Help, Writing Center, Math Lab, Meeting with Instructor, Utilize Office Hours, and Referral for Learning Accommodations. There is a "COMMENTS:" section with lines for text and a section for "Instructor's Initials:" and "Date:".

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

## Progress Survey Timeline & Email Notifications

You will receive an email announcement, deployment email, reminder email and survey closure email notification in regards to Progress Surveys in March.

March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

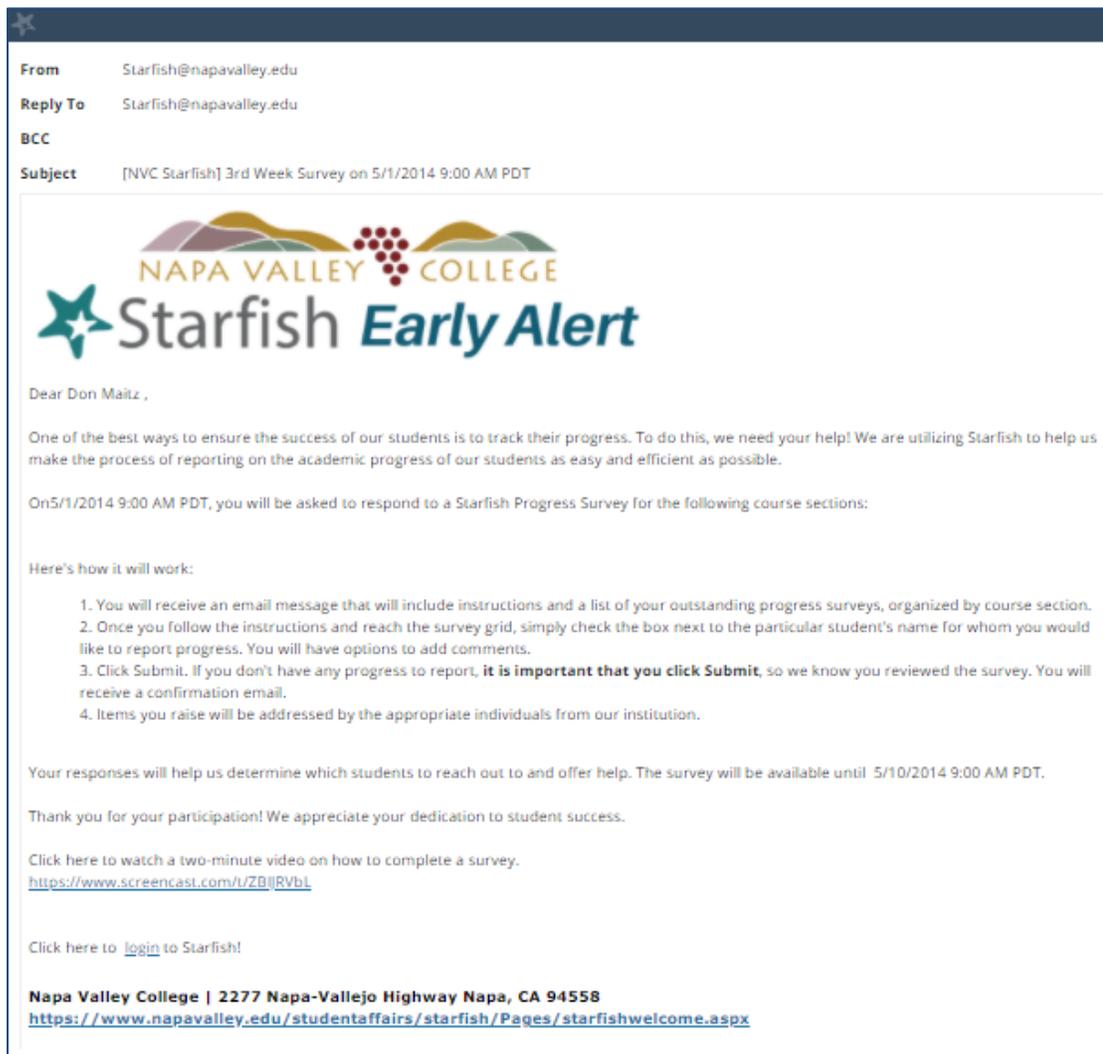
**Mid-Term Progress Survey Timeline**

Announcement: March 3  
 Deployment: March 8  
 Reminder: March 17  
 Survey Closes: March 25

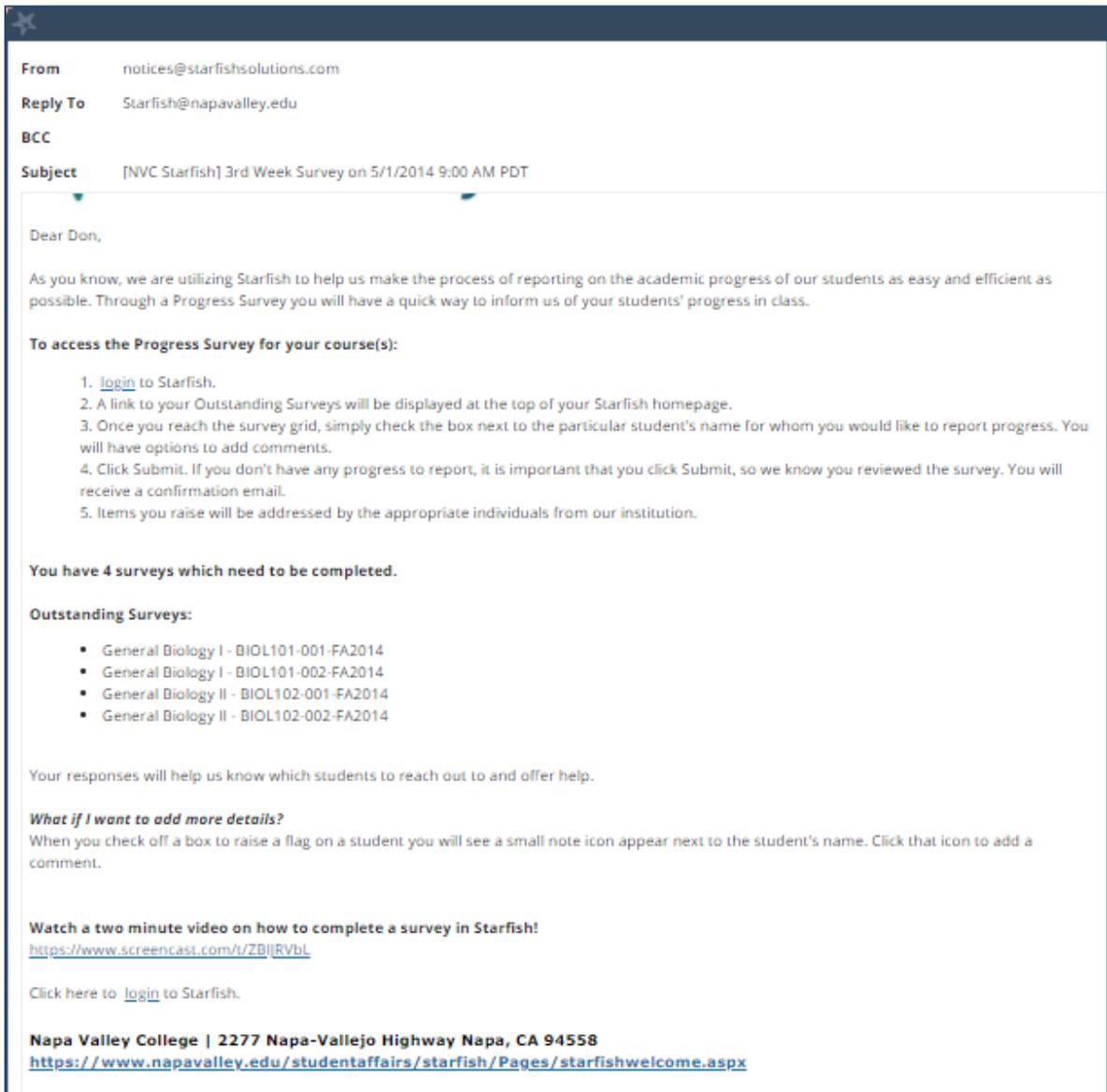
Notification to Program Counselors: March 26  
 Student Follow-up: March 29 – April 9

Last day drop with a “W”: April 9th

1. You will receive an **Email Announcement** that Progress Surveys will be deployed (i.e. turned on).



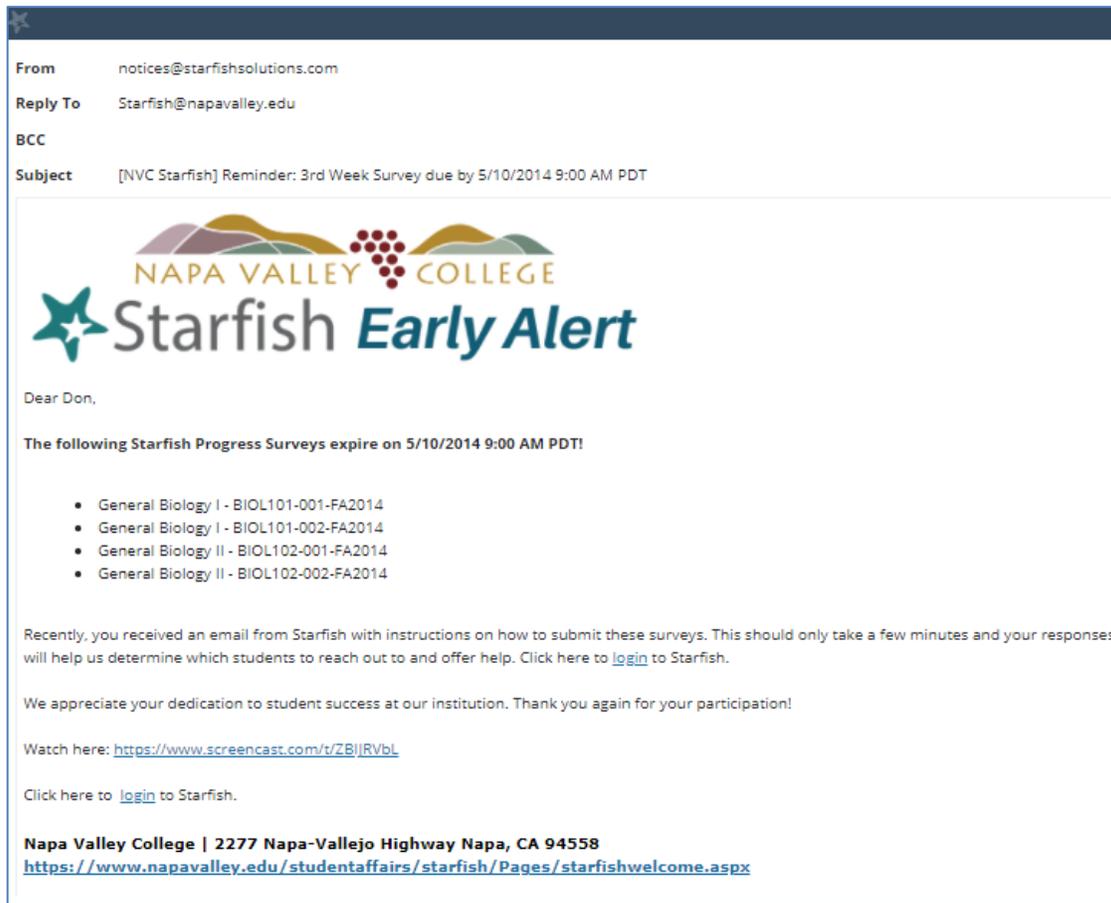
2. You will receive a **Deployment Email Notification**. Letting you know that the Progress Survey alert notification and Progress Survey Tab have been enabled (i.e. turned on) in Starfish Early Alert.



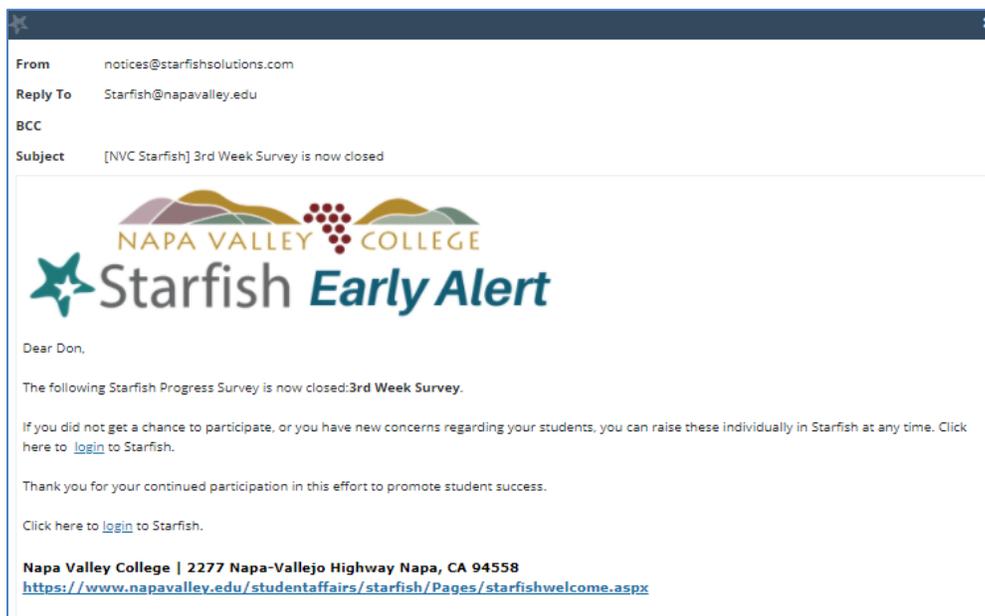
On your Starfish Homepage (i.e. Dashboard) you will see an alert icon, letting you know that Progress Surveys have been enabled (i.e. turned on).



3. You will receive a **Reminder Email notification** about one week past the deployment date.



4. When the Progress Survey deadline has occurred, you will receive a **Survey Closure Email Notification**.



### Respond to a Progress Survey for students in your course(s)

- From the hamburger menu, select Students > Progress Surveys. The Progress Surveys tab displays when 'active' (i.e. turned on) **OR** Click on the Progress Survey Icon Alert Notification located on your Homepage (i.e. Dashboard).

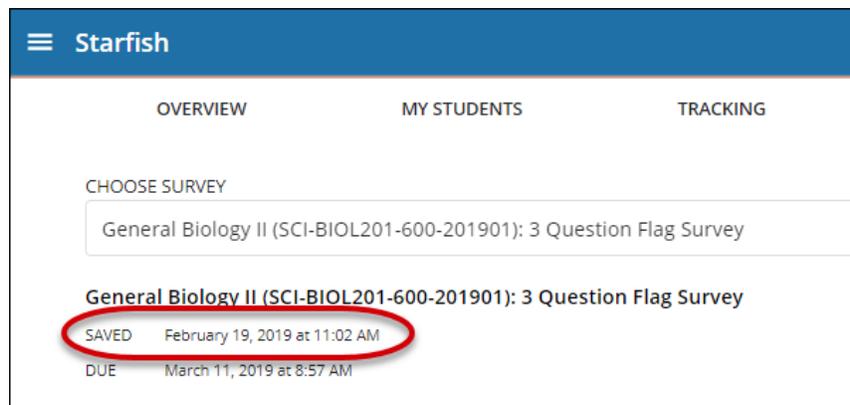
Each individual survey presents a student roster for one course section or multiple course sections you teach. The selected survey opens, listing your students on the left, and items you may raise across the top, ranging from Kudos to Flags (nudges).

- Displays the title and the number of items included in the survey.
- Displays the date and time the survey was **auto-saved**.
- Displays the due date for the survey.
- Displays the description of the survey.
- To search for a specific student for the survey, select **Search** and enter the student's name, then select **Search**.
- Click the information icon (i). To learn more about the specific items on the survey and when to use them. The **Column Headers** drawer will open to display descriptions of each item included in the survey.
- Select **RESET** to clear ALL of the work you've done so far and start over.

- Review each student and select the appropriate item(s). A comment box will display (shown above) enabling you to add a comment along with your raised item. Some items may require a comment which is determined by your institution. You cannot submit a progress survey until all required comments have been provided.

### Progress Survey Auto-Saved

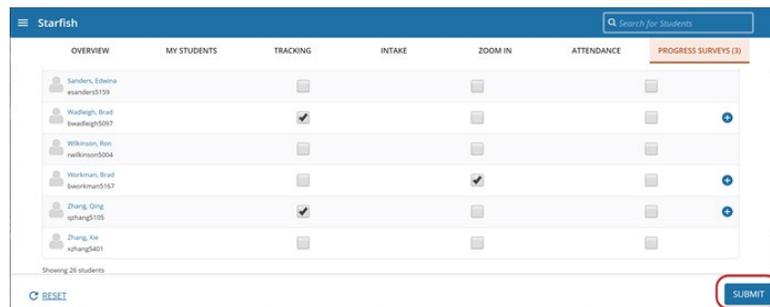
As you are completing the survey, Starfish saves your work as long as you are connected to the internet. If you need to check when your work was last saved, refer to the **Saved** date at the top of the survey.



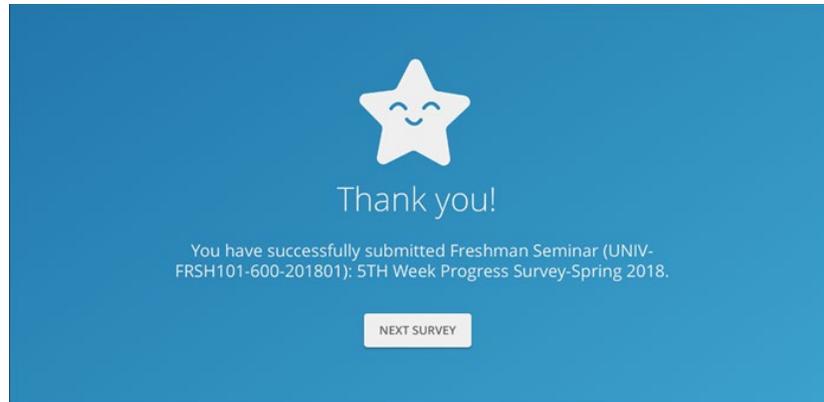
### Submitting your Progress Survey

When you have finished providing feedback, select **Submit** to complete the survey. You will be unable to re-access the survey once submitted. The items you selected will be raised on your students when you submit the survey.

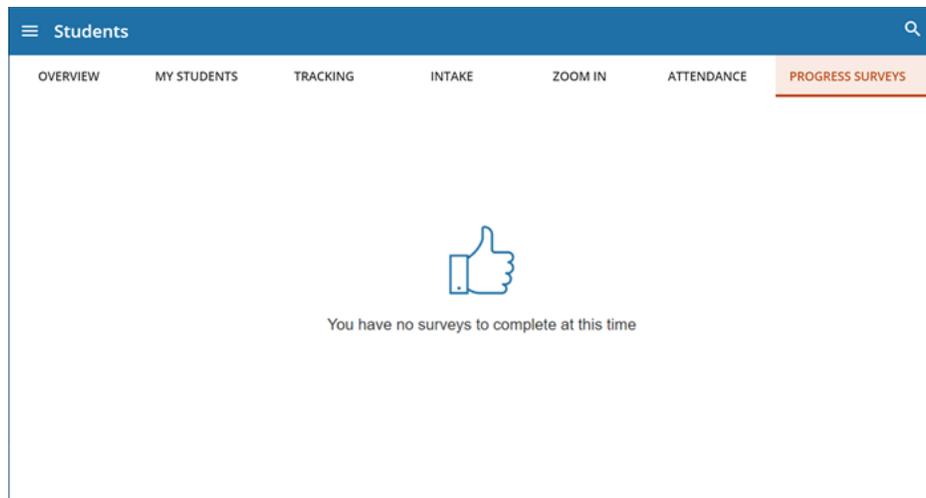
\*Support Program Counselors will receive the Progress Survey feedback and comments so that they may follow-up with students, as needed.



A confirmation message will display indicating you have successfully submitted the survey. If you have additional surveys to complete, you will be prompted to proceed to the next survey.



If you have submitted all of your surveys, you will see that confirmation, instead, and the Progress Surveys tab will indicate that you have no active surveys.



### Notes:

You may be asked to submit more than one course survey if more than one of your courses has been included in the survey plan for your institution. They will be listed in the drop-down menu on the **Progress Surveys** tab.

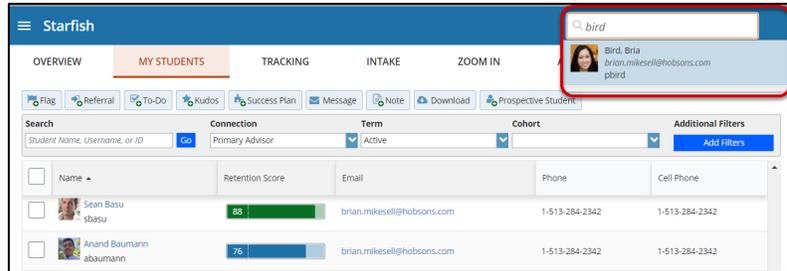
### Demo Video on Progress Surveys

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## Past the Progress Survey Deadline? Raise a Flag on one of your students

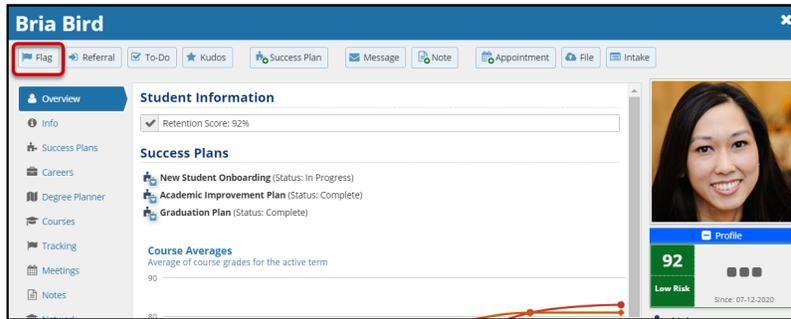
Anytime it is past the Progress Survey timeline and you have a concern with a student, raise a flag, to-do, or referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

1. Click on the **Students** navigation item to see your list of students.
2. Find the desired student by typing the name into the **Search** box.



3. Click on the student's name to bring up the **Student Folder**.
4. Click the **Flag** button.

A list of flags that you have permission to raise on this student is displayed.

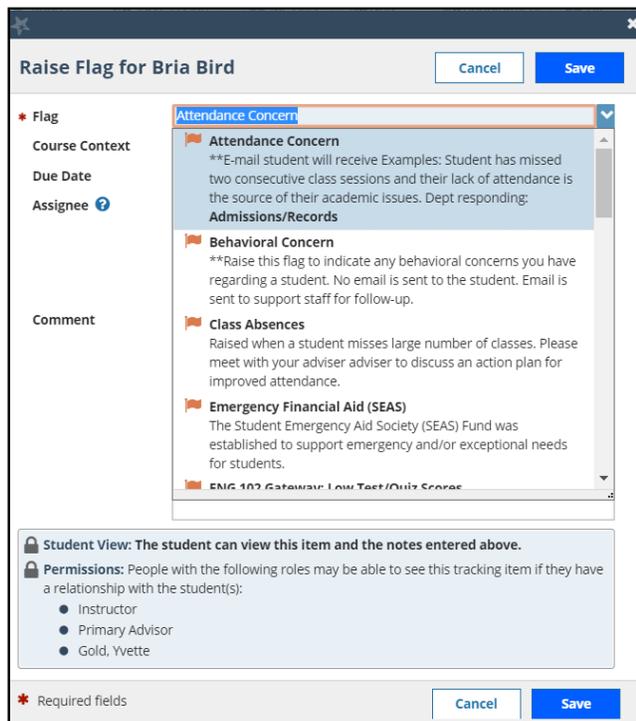


5. Select the desired **Flag** from the list.
6. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box.
7. Click the **Save** button.

### Notes:

The **Student View**: indicates whether the student can view the flag and the notes you include in the **Comment** box.

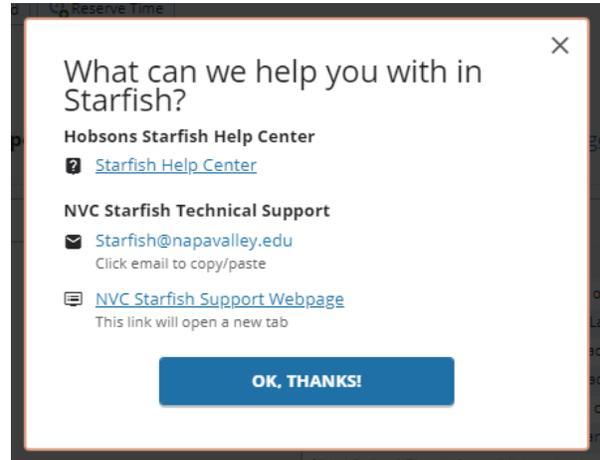
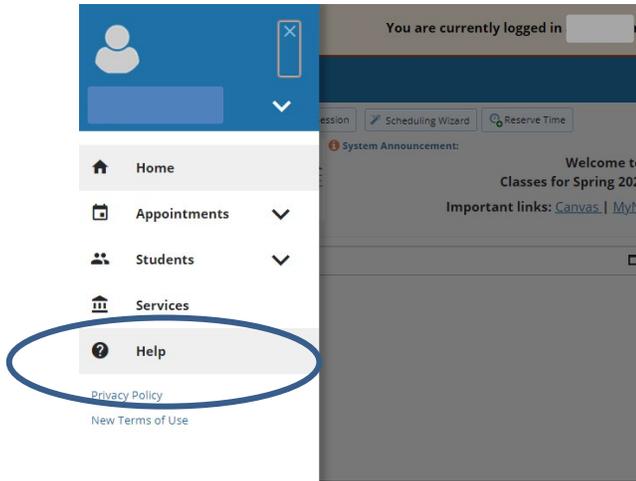
The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.



## NVC Starfish Help Desk

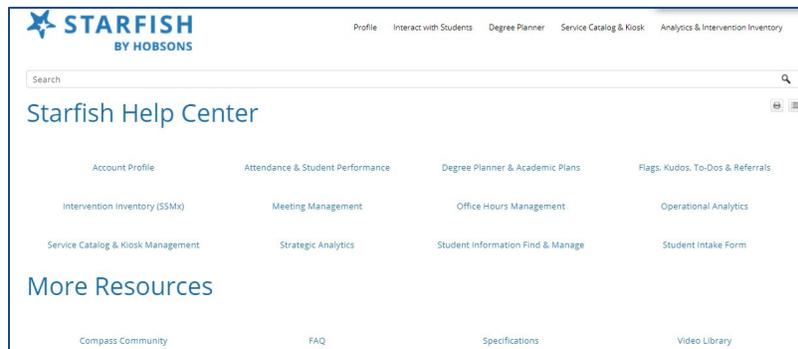
Visit our NVC [Starfish Help Desk Webpage](#) on our Starfish Webpage for Contact Hours, Submitting a Starfish Support Ticket or how to contact us via email: [Starfish@napavalley.edu](mailto:Starfish@napavalley.edu)

You also have a Help feature in the Starfish Early Alert System. Click on the hamburger menu and click Help.



## Hobsons Starfish Help Center

For in-depth resources on the Starfish Early Alert System, you can access the Hobsons Starfish Help Center through your hamburger menu by selecting Help > Hobsons Starfish Help Center.



## Starfish Early Alert Training Opportunities

Starfish Training dates/times are listed on our [Starfish Webpage](#). You can view the list of dates/times of the training sessions available and register to attend.

\*Note: Starfish Training Sessions are setup by Role.