

Starfish Newsletter

September 2018

BROUGHT TO YOU BY THE
STUDENTS FIRST OFFICE

ACCESS STARFISH: STARFISH.UNCG.EDU • [ISPARTAN TOOLS & APPS](#) • [CANVAS \(ACCOUNT—>STARFISH\)](#)

Fall 2018 Tracking Items

*As of 9/17/18

Flags 2,235

Kudos 2,027

Referrals 117

Introducing Starfish

Course instructors of undergraduate students use Starfish to issue periodic academic feedback to their students in the form of flags, *kudos*, and referrals. This feedback is also shared with the academic support staff in a student's success network, including academic advisors. Appointment scheduling tools are available for instructors to manage office hours and student meetings.

Advisors & select academic support staff use Starfish to monitor the feedback being shared by course instructors and deliver student outreach as necessary. Appointment scheduling tools and features are also available to make it easier for students and staff to connect. Staff may also use Starfish to refer students to select campus resources.

Check out our Starfish website for useful [instructor](#) & [advisor/support staff](#) information

New Starfish Referral Options

Instructors, advisors, and select academic support staff can use Starfish to refer their students to specific campus resources/offices.

Two NEW referral options are available within Starfish in Fall 2018:

Students First Office
International Student Services (within International Programs Center)

Issuing a Starfish referral sends an email to the student and will also notify the service provider, who may send additional outreach* or invitations to referred students. Check out our quick guide on how to issue referrals.

*Additional outreach will vary by each service provider and may not be provided in all cases

Sample Email Templates

Curious to know what emails your students receive after you issue academic flags or *kudos*?

Check out sample email templates [here](#). Beginning Fall 2018, academic flag and *kudos* emails to students are written from the perspective of the course instructor. This change was implemented as a result of consistent feedback from UNCG faculty.

See the [Starfish website](#) for more info on what happens after Starfish flags and *kudos* are raised.

IMPORTANT DATES

September 4

4-week Academic Status Report sent to instructors

September 25

7-week Academic Status Report sent to instructors

October 5

Last day for students to withdraw 16-week courses without incurring GPA penalty

Starfish Training

Need a Starfish refresher? Never used Starfish before? Attend a workshop!

We currently offer two workshop options to give users basic instruction in Starfish:

- Starfish 101 for Instructors
- Starfish 101 for Advisors

Sign up on workshops.uncg.edu.
RSVP is required.

The Academic Status Report (ASR)

The Academic Status Report (ASR) provides a quick and easy way for instructors to issue flags, *kudos*, and referrals to students at regular intervals and at important timepoints in each fall and spring term. This allows students to stay informed of their academic progress and helps the campus community mobilize to support students who may be struggling in their courses. ASRs are sent to undergraduate course instructors at the 4-week and 7-week time points. An additional 12-week ASR is sent to instructors who teach courses in which new first-time students and/or student athletes are enrolled.

Instructors should complete each report as soon as possible to provide feedback to their students and to the academic advisors and staff who support them. **To learn more about how the ASR works, take a look at our [quick guide](#).**

Students First Office

Forney Student Success Commons, Suite 101

(336) 334-5730



UNC
GREENSBORO

QUESTIONS?

Email starfish@uncg.edu

Visit our [Starfish website](#)