



UNC
GREENSBORO
Students First Office

FEBRUARY 2021

STARFISH NEWSLETTER



Spring 2021 Tracking Items



Flags: 192

Kudos: 455

Referrals: 24



Important Dates February 9

4-week Academic Status Report sent to undergraduate instructors

March 2

7-week Academic Status Report sent to undergraduate instructors

March 15

Last day for students to withdraw 15-week courses without GPA penalty. Please refer students with questions to an advisor or the Students First Office (SFO).

April 6

12-week Academic Status Report sent to undergraduate instructors

Introducing Starfish

Instructors of undergraduate courses 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

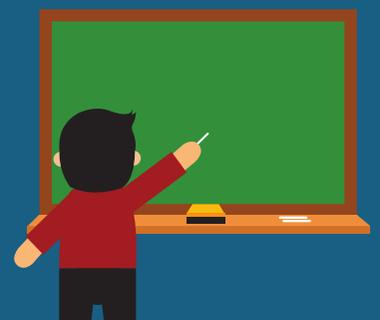
Academic Status Report

The Academic Status Report (ASR) provides a quick and easy way for instructors to issue flags, *kudos*, and referrals to students. 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, 7, and 12-week time points. 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](#). If you would like assistance with completing the Academic Status Report, please contact starfish@uncg.edu

Starfish Training

Need a Starfish refresher? Never used Starfish before? Considering incorporating Starfish into your work with undergraduate students?

- For Starfish assistance: Individuals, groups, or departments who would like to request a Starfish training session should send an email request to starfish@uncg.edu.
- Students, staff, and instructors are encouraged to explore [UNCG's Starfish website](#) for additional information about Starfish and available training guides.



New Starfish TRIO Programs Referral

New TRIO Programs Referral: Effective Spring 2021, instructors, academic advisors, and academic support staff can raise a new Starfish referral. The TRIO Programs referral should be raised to identify a student who may benefit from becoming a **TRIO Programs participant**. Raising this referral will send an email to the student which includes information about the programs that are offered and the TRIO Programs Office. The referral will be seen by the Director of TRIO Programs who will reach out to them. The referral will also be seen by the support staff in their Success Network.



Starfish Outreach

Student Success Network members, how can you help?

- **Connect via email.** Send email outreach to the student to initiate a conversation about the information provided by the flag comments.
- **Be supportive.** Engage in conversations with your students about any Starfish flag-related concerns for the purpose of supporting them in reaching their academic and personal goals.
- **Attach a flag comment.** Once additional outreach has been given, attach a comment to the flag itself by hovering over the flag icon and selecting the "Comment" option. This action keeps the flag raiser and academic support staff in the loop.



New Starfish Flag and Kudos Options

Academic Flag & Kudos Options:

As of Fall 2020, UNCG's academic flag options have been renamed. The flag options available to raise are class attendance concern, low average/at-risk of failing course, and missing/late assignments. Instructors should continue to raise academic Flags to let students know of their concern for their performance. There is also an additional *Kudos* option available to raise. Instructors should raise the "You're off to a great start" *Kudos* for students who have demonstrated consistent academic success prior to the midpoint of the term to encourage them to finish the semester strong. Instructors may reference the [Detailed Guide to flags, kudos, & referrals](#) for more information.

Personal Concern Flags:

As of Fall 2020, instructors and academic advisors can raise separate Flags to address multiple personal concerns. The flag options available to raise for personal concerns include Personal Concern: financial hardship, Personal Concern: food/housing insecurity, Personal Concern: mental health/well-being, and Personal Concern: general. The [Starfish Early Alert Overview for Faculty and Staff](#) should be used as a reference guide when raising all flag types along with the [Detailed Guide to flags, kudos, & referrals](#) for detailed descriptions and sample comments.

Starfish Tips Corner: The "Select All" Feature

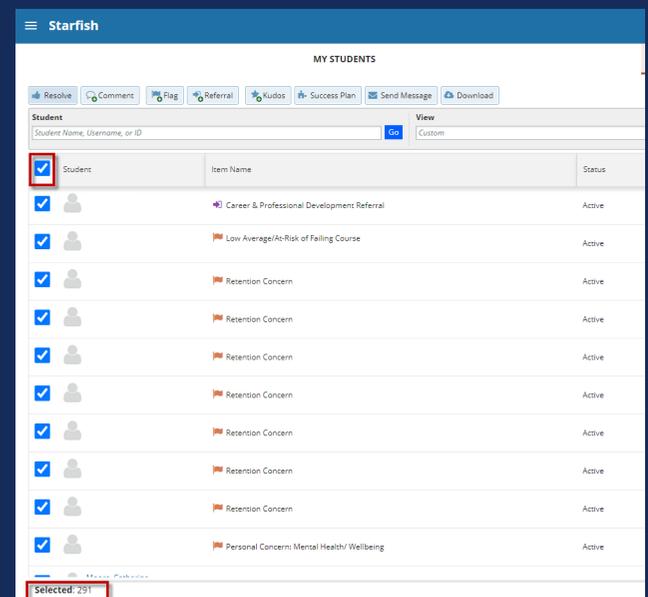
Are you currently using **Starfish EARLY ALERT** to provide academic feedback to large classes or groups? Do you want to work smarter and not harder? Use the **"Select All"** feature to perform bulk actions for students. The **"Select All"** maximum is 15,000 students or items. If you reach this limit, you will be prompted to adjust your filters before making a selection.

1. Log into Starfish at starfish.uncg.edu and click the Hamburger button to open the navigation menu.

2. Select the **"Students"** page. From the **"My Students"** and/or **"Tracking"** tab, click the **"Select All"** checkbox to select all students that meet your search criteria.

3. Perform your bulk action such as add a note or raise a flag, etc. Keep in mind, you can only perform bulk actions based on permissions. If you have selected less than 50 students the system will process your request immediately. If you have selected 50 or more students you will receive a confirmation page prompting you to select **"Yes, Finish"** to confirm your selection.

4. Next, you will receive a message indicating your batch action has been queued. Once completed, you can go back to the student list, review queued items on the homepage or cancel the batch sent.



Questions?

Email starfish@uncg.edu or visit studentsfirst.uncg.edu.