



UNC  
GREENSBORO  
Students First Office

OCTOBER 2020

# STARFISH NEWSLETTER



## Fall 2020 Tracking Items



**Flags:** 5761

**Kudos:** 6169

**Referrals:** 334

## New Starfish Flags & Kudos

Effective Fall 2020, new Starfish flag and kudos options are available for course instructors that aim to better identify personal and academic difficulties students are experiencing. You can raise items for students at any time, but you will also be prompted for feedback via the Starfish Academic Status Report at the 4, 7 and 12-week points in the semester. Any time you raise flags or kudos your feedback is shared with your students, as well as academic advisors and other support staff who provide individualized outreach and support. We welcome you to review this infographic about flags, kudos, and referrals and the Starfish resources for faculty on the Starfish website.

## Important Dates

### September 29

7-week Academic Status Report sent to undergraduate instructors. This ASR remains open.

### October 9

Last day for students to withdraw from 15-week courses without incurring GPA penalty. Please refer any students with withdrawal questions to SFO!

### November 3

12-week Academic Status Report sent to undergraduate instructors.

## 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. On September 29, the 7-week ASR was sent to all undergraduate instructors. 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](mailto:starfish@uncg.edu).

Questions?

Email [starfish@uncg.edu](mailto:starfish@uncg.edu) or visit [studentsfirst.uncg.edu](http://studentsfirst.uncg.edu).



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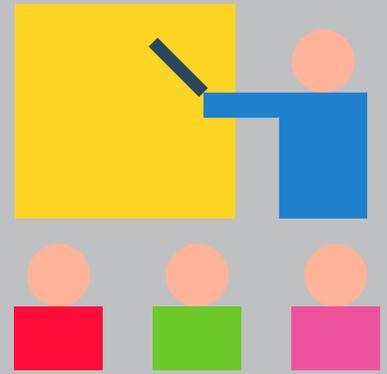


## Starfish Training

Need a Starfish refresher? Never used Starfish before? Considering incorporating Starfish into your work with undergraduate students? We currently offer two workshop options:

- Starfish 101 for Instructors
- Starfish 101 for Academic Advisors

To sign up, please visit [UNCG Workshops](#) to arrange a virtual departmental or individual training. Email [starfish@uncg.edu](mailto:starfish@uncg.edu) if you have questions about workshop options.



## New Starfish Virtual Kiosk

Starfish is making updates to the Kiosk feature used by many of the UNCG academic advising centers so that students can join the queue from anywhere, even when they're miles from campus.



These updates are tentatively planned for mid-October and will allow the academic advising centers that currently use the Starfish Kiosk to streamline virtual drop-in sessions.

## Starfish Tips Corner

Are you currently using Starfish CONNECT for scheduling office hours or student appointments? Set scheduling deadlines to better manage your time and avoid same-day appointments by following the instructions below:



The screenshot shows the Starfish web interface. The 'Appointment Preferences' tab is selected. Under the 'Basics' section, the 'Scheduling deadline' is set to '24 hour(s) before the office hours'. A red arrow points to the 'Scheduling deadline' options. The 'Allow drop-ins after deadline has passed' checkbox is unchecked.



1. Access your Starfish Profile by clicking your **photo** or **name** in the top right corner of your Home page.
2. Click on the **Appointment Preferences** tab.
3. Locate the section labeled **Basics**.
4. Customize your scheduling details:
  - Select the appropriate latest time or date that a student can schedule appointments and/or
  - Select "allow drop-ins after the deadline as passed" if you wish to activate this option.
5. Click the **Submit** button to save your changes.

Need Help? Request a virtual training session or consultation! Contact us at [starfish@uncg.edu](mailto:starfish@uncg.edu).

Questions?

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