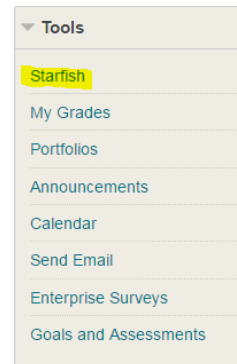


You can access Starfish from various locations.

1. From the PeopleSoft Menu
<https://kctsaprd.kct.mycmsc.com/kctsaprd/signon.html>



2. From the Blackboard Tools section on the portal page
<http://elearning.kctcs.edu/>



3. From the link in a Starfish Survey email.
Tip: Login Blackboard first before clicking on a link in a Starfish survey email.

Dear XXXX,

As you know, we are utilizing Starfish to help us make the process of reporting on the academic progress of our students as easy and efficient as possible. Through a Progress Survey you will have a quick way to inform us of your students' progress in class.

To access the Progress Survey for your course(s):

1. Login to Starfish.
2. A link to your Outstanding Surveys will be displayed at the top of your Starfish homepage.
3. Once you reach the survey grid, simply check the box next to the particular student's name for whom you would like to report progress. You will have options to add comments.
4. Click Submit. If you don't have any progress to report, it is important that you click Submit, so we know you reviewed the survey. You will receive a confirmation email.
5. Items you raise will be addressed by the appropriate individuals from our institution.

You have X surveys which need to be completed.

Outstanding Surveys:

1. Hazard - Spring 2016 Progress Survey 2 - Introduction to Computers - 4/4/2016
2. Hazard - Spring 2016 Progress Survey 2 - Introduction to Computers - 4/4/2016

[View Surveys in Starfish!](#)

Your responses will help us know which students to reach out to and offer help.

What if I want to add more details?

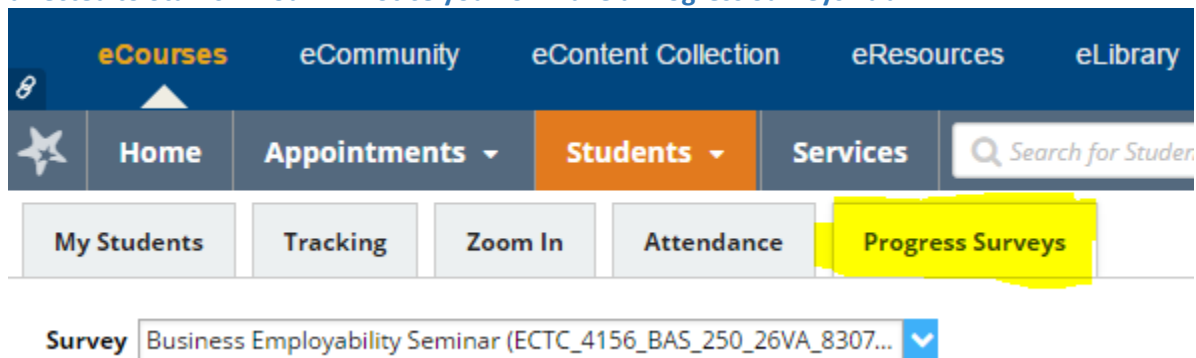
When you check off a box to raise a flag on a student you will see a small yellow icon appear next to the student's name. Click that icon to add a comment.

Powered by Starfish®.

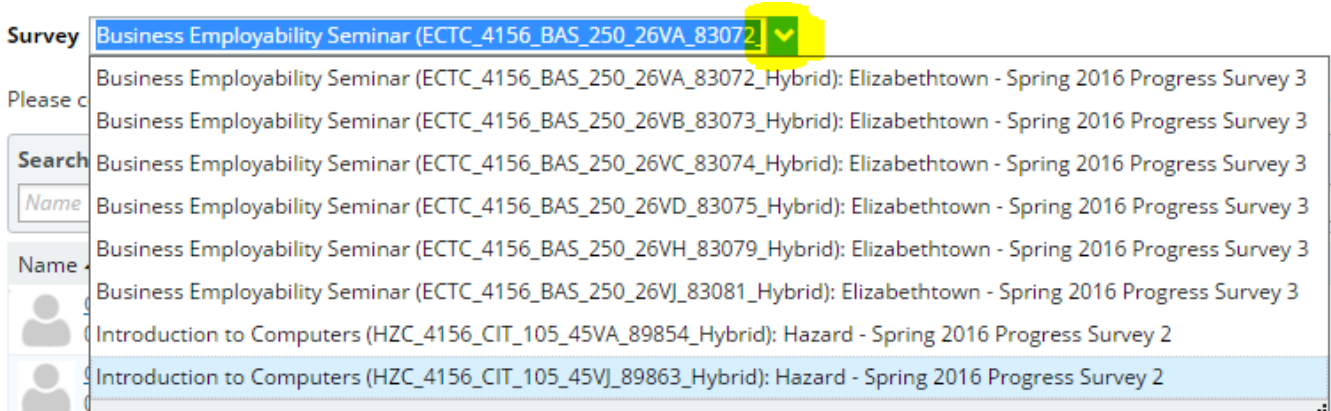
To access the Progress Survey for your course(s) if not already there:

1. Login to Starfish.
2. A link to your Outstanding Surveys will be displayed at the top of your Starfish homepage.
3. Once you reach the survey grid, simply check the box next to the particular student's name for whom you would like to report progress. You will have options to add comments.
4. Click Submit. If you don't have any progress to report, *it is important that you click Submit*, so we know you reviewed the survey. You will receive a confirmation email.
5. Items you raise will be addressed by the appropriate individuals from your institution.

If you click on the link from your email, you will log in to Blackboard (if not already logged in). You will be directed to Starfish. You will notice you now have a Progress Surveys Tab.



To select the course to report progress, click the down arrow and your list of classes will appear. As you complete a Starfish Survey, the class should disappear from the list.



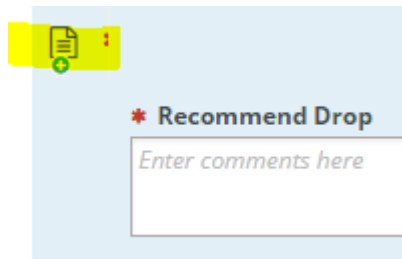
For each student you will raise a flag (In danger of failing) or give a kudo (such as keep up the good work!). You can also select a non-academic referral (if needed).

No Feedback	Recommend Drop ⓘ	In danger of failing ⓘ	Keep up the good work! ⓘ	Showing Improvement! ⓘ	Non-Academic Concern Referral ⓘ
✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you select flags or kudos, you will be given the option to add a personal message. You can select all flags first and if you have common messages, you can copy and paste those in the textbox.

No Feedback	Recommend Drop ⓘ	In danger of failing ⓘ	Keep up the good work! ⓘ
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>* Recommend Drop</p> <p>Enter comments here</p>			
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To expand the textbox to add a message, click the icon that will appear to the right of the student’s name.



Click Submit when completed with the survey.

Pages 3-6 provides examples of emails you may receive from Starfish and at the bottom of page 6 are examples of flag or kudo comments.

Starfish Email Examples

#1 Example – Initial Email About Starfish Surveys

From: studentsuccess@kctcs.edu [mailto:studentsuccess@kctcs.edu]

Subject: [Starfish] Progress Survey for 8/26/2015

Dear XXXX,

As you know, we are utilizing Starfish to help us make the process of reporting on the academic progress of our students as easy and efficient as possible. Through a Progress Survey you will have a quick way to inform us of your students' progress in class.

To access the Progress Survey for your course(s):

1. Login to Starfish.
2. A link to your Outstanding Surveys will be displayed at the top of your Starfish homepage.
3. Once you reach the survey grid, simply check the box next to the particular student's name for whom you would like to report progress. You will have options to add comments.
4. Click Submit. If you don't have any progress to report, it is important that you click Submit, so we know you reviewed the survey. You will receive a confirmation email.
5. Items you raise will be addressed by the appropriate individuals from your institution.

You have 2 surveys which need to be completed.

Outstanding Surveys:

1. Fall 2015 Progress Survey #1 - Business Employability Seminar - 8/26/2015
2. Fall 2015 Progress Survey #1 - Introduction to Computers - 8/26/2015

[View Surveys in Starfish!](#)

Your responses will help us know which students to reach out to and offer help.

What if I want to add more details?

When you check off a box to raise a flag on a student you will see a small yellow icon appear next to the student's name. Click that icon to add a comment.

Powered by Starfish®.

#2 Example – Thank you for completing the Starfish Survey(s)

From: studentsuccess@kctcs.edu [mailto:studentsuccess@kctcs.edu]

Subject: [Starfish] Progress Survey for 8/26/2015

Dear XXXX,

Thank you for completing the following Starfish Progress Surveys:

- Fall 2015 Progress Survey #1 - Business Employability Seminar
- Fall 2015 Progress Survey #1 - Business Employability Seminar

You raised the following items:

- XXXX: Attendance Concern
- XXXX: Keep up the good work!

We appreciate your dedication to student success at our institution. Thank you again for your participation!

Powered by Starfish®

#3 Example – Individual Student Report of Flags Raised

From: studentsuccess@kctcs.edu [mailto:studentsuccess@kctcs.edu]

Subject: [Starfish] Three Active Flags: XXXX

The Three Active Flags flag has been raised by System for XXXX.

Flag Details

Student: XXXX

Flag Name: Three Active Flags

Category: Academic

Description: Student has three or more active flags in Starfish

Raised By: System

Raised On: 9/2/2015

This email is a service of Starfish. [Click here](#) to change your notification preferences.

Powered by Starfish®

#4 Example – Email about a Flag Raised on an Assigned Advisee #1

From: studentsuccess@kctcs.edu [mailto:studentsuccess@kctcs.edu]

Subject: [Starfish] Recent Tracking Item Summary: Monday, February 22, 2016 to Sunday, February 28, 2016

Recent Tracking Item Summary: Monday, February 22, 2016 to Sunday, February 28, 2016

1 flag included in this summary.

- Missing / Late Assignment(s): XXXX

Subject: Missing / Late Assignment(s): XXXX

The Missing / Late Assignment(s) flag has been raised by INSTRUCTOR NAME for XXXX.

Flag Details

Student: XXXX

Flag Name: Missing / Late Assignment(s)

Category: Academic

Description: Raise this flag when a student has missing or late assignments that may affect their grade.

Raised By: INSTRUCTOR NAME

Course Context: Intro to American Education

Raised On: 2/23/2016

Raise Notes: You are missing assignments which can negatively affect your grade. Please, contact me ASAP.

Thanks!

#5 Example – Email about a Flag Raised on an Assigned Advisee #2

From: ella.strong@kctcs.edu [mailto:ella.strong@kctcs.edu]

Subject: [Starfish] XXXX: CLASS NAME Flags

This is your copy of the email message sent to XXXX

Hi XXXX,

I am your advisor and notice you have three flags from the same course. Please try to access that course and get back on track. Please let me know if there is something I can do for you.

#6 Example – Reminder Email Completing Starfish Survey

From: studentsuccess@kctcs.edu [mailto:studentsuccess@kctcs.edu]

Subject: [Starfish] Progress Survey for 8/26/2015

Dear XXXX,

The following Starfish Progress Surveys expire on 9/8/2015!

- Hazard - Spring 2016 Progress Survey 2 - Introduction to Computers (HZC_4154_CIT_105_45Z1_89854)

Recently, you received an email from Starfish with instructions on how to submit these surveys. This should only take a few minutes and your responses will help us determine which students to reach out to and offer help.

We appreciate your dedication to student success at our institution. Thank you again for your participation!

Powered by Starfish®

Examples of Starfish Comments on Raised Flags or Kudos

Example Comments:

Flags!

- You are not on track to complete Unit 4 by the projected completion date of 04/15/2016. You should have completed Units 1-3 by now. This is a self-paced course, so you are not bound by the projected completion dates. However you are expected to work consistently on the coursework in order successfully complete the entire course by 4/29/2016.

Kudos! Encouragement goes a long way.

- You are on track to complete Unit 4 by the projected completion date of 04/15/2016. This is a self-paced course, so you are not bound by the projected completion dates. However you are expected to work consistently on the coursework in order successfully complete the entire course by 4/29/2016.
- You are doing a great job and staying on task, if you need any assistance, please do not hesitate to contact me.
- You are doing a great job and staying on task. I encourage you to keep accessing the course and completing tasks and assignments. If you need any assistance, please do not hesitate to contact me.
- Congrats, you have completed the course. Your grade will be posted in May. If you have any questions, please do not hesitate to contact me.

Follow-up with Advisee!

- I noticed you have several flags from the same course. Please try to access that course and get back on track. Contact your instructor for help. Please let me know if there is something I can do for you.
- I am your advisor and noticed you have three flags from the same course. Please try to access that course and get back on track. Please let me know if there is something I can do for you.