



*Faculty Training Session  
Flex Day ~ Spring 2021*

\***In the Chat**, input First Name, Last Name and Classification (i.e. Faculty, Administrator, Classified) to receive the Starfish Early Alert PowerPoint, Training Guide for Faculty and resources.

# Welcome & Introductions



Howard Willis  
Sr. Dean Counseling Services  
and Student Success

Starfish Project Lead



Renee Coffin  
Sr. Admin. Assistant  
To Sr. Dean

Starfish Project Scribe  
Lead Configuration

Starfish Presenter



Jessenia Cota  
Counseling Services  
Specialist

Starfish Admin  
Lead Configuration

Monitoring the Chat  
for Q&A



Jeannette McClendon  
Counseling Faculty

Lead Starfish Faculty

Starfish Retention  
Counselor

Starfish User at Contra  
Costa College

# Starfish Early Alert Project Development Team



## TECH TEAM

Sarah Britto, Project Consultant, Hobsons Starfish  
Eric Houck, Director, Institutional Technology  
Jose Sanchez, Web Applications Analyst, IT  
John Uboldi, Applications Analyst, IT  
Daniel Vega, Network Administrator, IT (as needed)

### Information Only:

Oscar De Haro, Assistant Superintendent,  
Vice-President, Student Affairs  
Dr. Eileen Tejada, President, Academic Senate  
Dr. Sara Parker, Assistant Superintendent,  
Vice-President, Academic Affairs



## FUNCTION TEAM

Sarah Britto, Project Consultant, Hobsons Starfish  
Renee Coffin, Sr. Admin Assistant, *Project Scribe/Scheduler*  
Jessenia Cota, Counseling Services Specialist, *Starfish Admin*  
Cathy Gillis, Faculty, English; Coordinator Distance Education  
Lisa Nussdorfer, Math Faculty, SSSC  
Jeannette McClendon, Counselor/Faculty, Starfish Retention Counselor  
Brandon Tofanelli, Distance Education Technician (Canvas)  
Jose Sanchez, Web Applications Analyst, *Starfish Tech/Function*  
Howard Willis, Sr. Dean, *Starfish Project Lead*  
Dr. Robyn Wornall, Sr. Dean, RPIE (*as needed*)

# What, Why & Benefits of Starfish Early Alert

## What is Starfish?

- A retention tool that **Napa Valley College** will utilize to improve student success, including retention and graduation rates.
- A **collaborative effort** between the campus staff, faculty and administrators (Student Success Networks) to ensure student success and persistence.



*\*Just some of the features of Phase 1 for NVC - Spring 2021.*

# What, Why & Benefits of Starfish Early Alert

- High number of students on Academic Probation and Dismissal
  - Special Emphasis on Probation 1 Students (Academic and/or Progress)
- BP/AP Policy on Academic Probation and Dismissal
- CCC Best Practices and Models
  - Los Medanos, Contra Costa, El Camino, Bakersfield, Crafton Hills
  - Explored and reviewed SARS Early Alert and Starfish Early Alert



# What, Why & Benefits of Starfish Early Alert

1. Access useful information on your students on one screen (Canvas Integration)
2. Quickly provide feedback on students and help connect them with services
3. Stay informed on a student through the Referral process, “Closing the Loop”
4. Provide positive reinforcement of successful behaviors
5. Communicate with students individually or in groups
6. No more paper Mid-Term Evaluations! All electronic process through Starfish





# Starfish Training Agenda

- Starfish Support & Resources
- Logging into Starfish & View your Homepage
- Setup your Starfish Profile
- Setup Office Hours (*optional for faculty*) (*separate training*)
- Viewing your Student Lists
- Raise a Flag, Kudo, To-Do, and/or Referral
- Closing the Loop (a.k.a. Resolve)
- Progress Survey (Mid-Term) (*Early March*)
- Upcoming Training Sessions
- Questions & Answers



# Starfish Support & Resources

Starfish Webpage ~ [www.napavalley.edu/starfish](http://www.napavalley.edu/starfish)

ABOUT NVC   REGISTRATION   ACADEMICS   COLLEGE GOVERNANCE   **STUDENTS**   COMMUNITY   FACULTY & STAFF

Napa Valley College > Student Affairs > NVC Starfish System

**Starfish System Welcome Page**

Development Team

Faculty & Staff Resources

Student Resources


Starfish Support

**Starfish System Welcome Page**

## Starfish Coming Early Spring 2021


### What is Starfish?

Starfish is an early alert retention program on a mission to improve student success and retention. It connects faculty, students, advisors and other student support staff through an online platform.




### Current Phase: Phase 1

Current tools under configuration: Tracking Items (Flags, Kudos, Referrals, To-Do's), Progress Surveys, Service Catalog, Email Communication, Raise your Hand, system announcements for staff and students. Starfish will also be Canvas integration!




### Why it Works



Starfish puts students at the center of a connected ecosystem where advisors, faculty, and staff can work together to empower students to achieve their academic

### Phases of Development



## Welcome Page

- \* Login to Starfish
- \* Demo Instructional Videos

## Faculty and Staff Resources Tab

- \* How to complete Progress Survey
- \* Training Guides and Resources

## Student Resources Tab

- \* Demo Instructional Videos
- \* Training Guides and Resources

## Starfish Training Sessions Tab (coming soon)

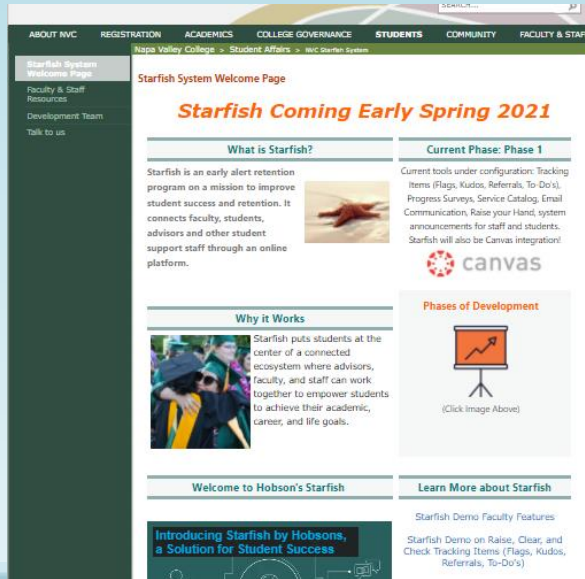
## Starfish Support Tab (Help Desk)



# Where and How- To Login to Starfish Single Sign On > NVC Credentials

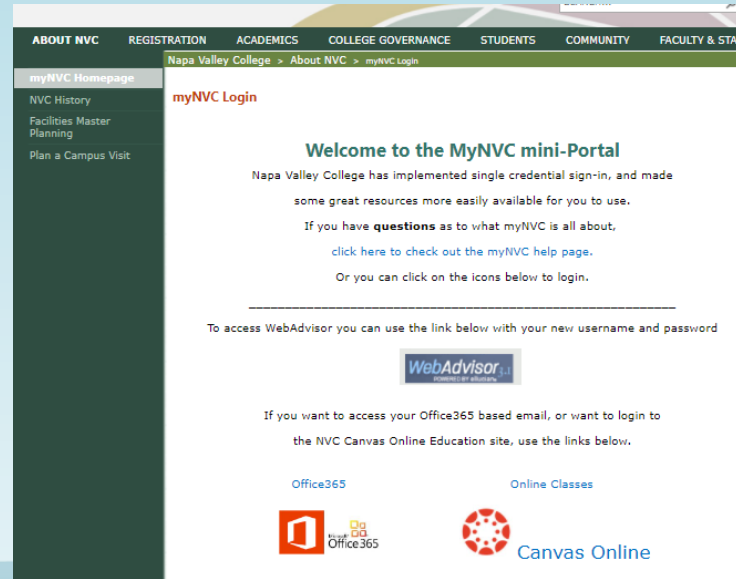
Go LIVE  
Date!  
Tue, Jan. 26th

## Starfish Webpage



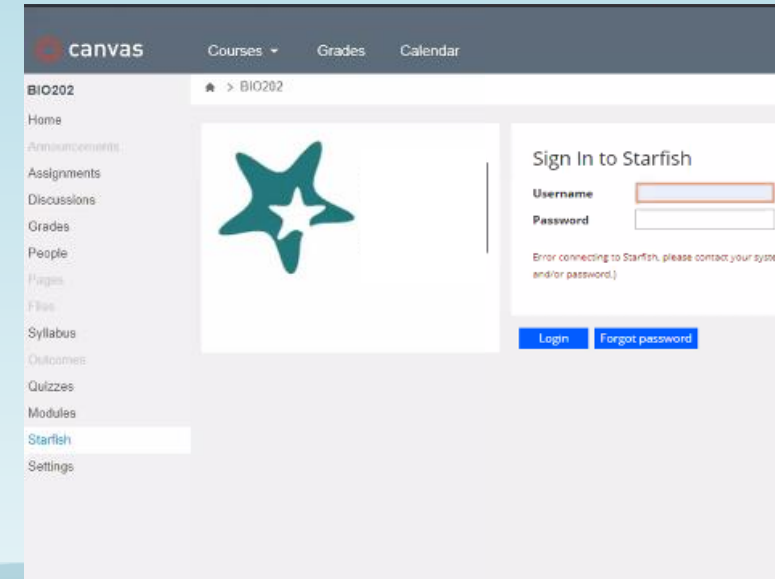
The screenshot shows the Starfish System Welcome Page. The header includes navigation links: ABOUT NVC, REGISTRATION, ACADEMICS, COLLEGE GOVERNANCE, STUDENTS, COMMUNITY, FACULTY & STAFF. The main content area features a "Starfish System Welcome Page" with a sub-header "Starfish Coming Early Spring 2021". It includes sections for "What is Starfish?", "Current Phase: Phase 1", "Why it Works", "Phases of Development", "Welcome to Hobson's Starfish", and "Learn More about Starfish". A sidebar on the left contains links for "Starfish System Welcome Page", "Faculty & Staff Resources", "Development Team", and "Talk to us".

## myNVC Webpage



The screenshot shows the myNVC Login page. The header includes navigation links: ABOUT NVC, REGISTRATION, ACADEMICS, COLLEGE GOVERNANCE, STUDENTS, COMMUNITY, FACULTY & STAFF. The main content area features a "myNVC Login" section with a sub-header "Welcome to the MyNVC mini-Portal". It includes a welcome message, a link to "check out the myNVC help page", and a link to "access WebAdvisor". Below this, there are links for "Office365" and "Online Classes". A sidebar on the left contains links for "myNVC Homepage", "NVC History", "Facilities Master Planning", and "Plan a Campus Visit".

## Canvas Integration



The screenshot shows the Canvas Integration page. The header includes navigation links: Courses, Grades, Calendar. The main content area features a "Sign In to Starfish" section with a "Username" field, a "Password" field, and "Login" and "Forgot password" buttons. A sidebar on the left contains links for "Home", "Announcements", "Assignments", "Grades", "Discussions", "People", "Pages", "Files", "Syllabus", "Outcomes", "Quizzes", "Modules", "Starfish", and "Settings".

[www.napavalley.edu/starfish](http://www.napavalley.edu/starfish) [www.napavalley.edu/myNVC](http://www.napavalley.edu/myNVC)



# Let's Starfish!

Disclaimer: Student Information will be viewed during Training Session.



## Faculty Perspective

# Viewing your Homepage


*Snapshot of Appointments, Flags, Recent Changes, Batch Sent (50 emails)*

The screenshot shows the Starfish homepage for Napa Valley College. At the top, there is a blue navigation bar with the 'Starfish' logo on the left and a search bar on the right containing the text 'Search for Students'. Below the navigation bar, there is a row of five buttons: 'Office Hours', 'Appointment', 'Group Session', 'Scheduling Wizard', and 'Reserve Time'. A 'System Announcement' icon is visible. The main content area features the Napa Valley College logo on the left and a welcome message on the right: 'Welcome to NVC's Starfish! Classes for Spring 2021 begin January 20th 2021'. Below the welcome message are links for 'Canvas', 'MyNVC', 'NVC Homepage', and 'Student Planning'. The bottom section of the page is divided into four panels: 'Appointments', 'Batch Sent Items', 'Flags I'm Managing', and 'Recent Changes'. The 'Batch Sent Items' panel shows 'No items to display'.

**Starfish**

[Office Hours](#) [Appointment](#) [Group Session](#) [Scheduling Wizard](#) [Reserve Time](#)

**System Announcement:**

 **Welcome to NVC's Starfish!**  
Classes for Spring 2021 begin January 20th 2021

**Important links:** [Canvas](#) | [MyNVC](#) | [NVC Homepage](#) | [Student Planning](#)

Appointments

Batch Sent Items

No items to display

Flags I'm Managing

Recent Changes


# How to Setup Starfish Profile

## *Preferred Login Page, Share Links, Contact Info, About You*

Starfish Search for Students

**EDIT PROFILE**      APPOINTMENT PREFERENCES      NOTIFICATIONS

### Edit Profile



[Upload Photo](#)

Username

### Profile Settings

Control your login page and shared links.

**Preferred Login Page**

Default Login Page

**Share Links**

Share your appointment and/or profile link with students and other staff members.

[Show Me How](#)

[Link to schedule an appointment with me](#)

# How to Setup Notifications

## *Email, Appointments, Tracking Item Notices*

## Notifications

Customize notifications of Starfish Activity and verify the accuracy of contact information in your profile.

### ✉ Email Notifications

Select **at least** one email address you want to receive notifications.

You will receive emails about Starfish activity, such as appointment reminders and tracking item updates, depending on your institution's settings and your preferences.

Send to my Institution Email:

Send to my Alternate Email:

## Preferences

Set preferences for text and email notifications.

### Appointments

Customize appointment notification preferences.

# How to Setup Appointment Preferences (*optional for faculty*) *Office Hours, Calendar Sync, My Locations, Calendar Manager*

*\*Note: Separate in-depth training on Appointment Features*

The screenshot shows the Starfish web interface. At the top is a dark blue navigation bar with the Starfish logo on the left and a search bar labeled "Search for Students" on the right. Below the navigation bar is a white header with three tabs: "EDIT PROFILE", "APPOINTMENT PREFERENCES" (which is highlighted with an orange border), and "NOTIFICATIONS". The main content area is titled "Appointment Preferences" and includes a sub-header "Customize your appointment default settings, add locations, and designate calendar managers." The primary section is "Office Hour Defaults", which contains the following settings:

- Minimum Appointment Length:** A dropdown menu currently set to "15 minutes".
- Scheduling Deadline:** A section with the instruction "Set a deadline for students to schedule appointments prior to the start of your office hours." It includes three radio button options:
  - No Deadline
  - The day **before** the office hours at:
    - A time selection box showing "5:00 pm" with a lock icon.
  - The day **of** the office hours at:
    - A time selection box showing "9:00 am" with a lock icon.
  - Hour(s) before** the office hours:



# How to Setup Office Hours (optional for faculty)

*Menu > Appointments*

*\*Note: Separate in-depth training on Appointment features*

The Starfish interface shows a calendar for January 2021. The date 13 is highlighted. To the right, there is an 'Office Hours' button and an agenda table.

Agenda	Day
8:00 am	
:15	
:30	
:45	
9:00 am	
15	

The 'Add Office Hours' form contains the following fields and options:

- Title:** Office Hours
- What day(s)?:** Weekly (dropdown), Repeats every 1 week(s) (dropdown). Repeat on:  Mon  Tue  Wed  Thu  Fri  Sat  Sun
- What time?:** Enter Start Time to Enter End Time
- Where?:**  online
- Office hours Type:** Scheduled And Walk-ins (dropdown). *Take either scheduled appointments or walk-ins*
- How long?:** 15 minutes (dropdown) minimum appointment length, 15 minutes (dropdown) maximum appointment length

Buttons: Never Mind, Submit

Instructions: Start/End Date

These will be sent to anyone who makes an appointment.

Required fields: Never Mind, Submit

# How to Setup Office Hours (optional for faculty)...continued

## Office Hours, Appointment, Group Sessions, Reserve Time, Scheduling Wizard

*Note: Separate in-depth training on appointment features*

The screenshot displays the Starfish scheduling interface. On the left is a calendar for January 2021, with the 12th and 13th highlighted. Below the calendar is a 'Today' button. The main interface features a navigation bar with five options: Office Hours, Appointment, Group Session, Reserve Time, and Scheduling Wizard. The 'Scheduling Wizard' option is highlighted with an orange border. Below the navigation bar are three view options: Agenda, Day, and Week. The 'Agenda' view is selected, showing a grid with time slots from 8:00 am to 9:00 am in 15-minute increments. The grid is currently empty.

Time	Agenda
8:00 am	
:15	
:30	
:45	
9:00 am	
:15	

# Viewing your Student Lists

Menu > Students > My Students (tab) > Connections

The screenshot shows the Starfish software interface. At the top left, the 'Starfish' logo is visible. A search bar on the top right contains the text 'Search for Students'. Below the logo, there are three tabs: 'MY STUDENTS' (highlighted with a red circle), 'TRACKING', and 'PROGRESS SURVEYS'. Under the 'MY STUDENTS' tab, there is a row of action buttons: 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', and 'Note'. Below these buttons is a search and filter section. It includes a search input field with the placeholder 'Student Name, Username, or ID' and a 'Go' button. To the right of the search field is a 'Connection' dropdown menu with 'All My Students' selected (circled in red), and a 'Term' dropdown menu with 'Active' selected. Further right is an 'Additional Filters' section with an 'Add Filters' button. Below the search and filter section is a table with columns: 'Name', 'Email', 'Phone', and 'Cell Phone'. The table contains four rows, each with a checkbox and a person icon. The text '[Student Data Removed for Privacy]' is centered in the table area. At the bottom left, it says 'Selected: 0'. At the bottom right, it says 'Displaying 1 - 25 of 66 Students'.

# What are Kudos, Flags, Referrals and To-Dos?

## Purpose of these tracking items



### Kudos

When a student earns special recognition for improvement or good work, use Starfish to send a Kudo (positive reinforcement) celebrating their efforts.



### Flags

If a student begins to struggle, you can raise a Flag (early warning) in Starfish to notify them at the very first sign of getting off track.



### Referrals

When students require assistance outside of the classroom, you can use Starfish to initiate a Referral with institutional resources such as tutoring or counseling.

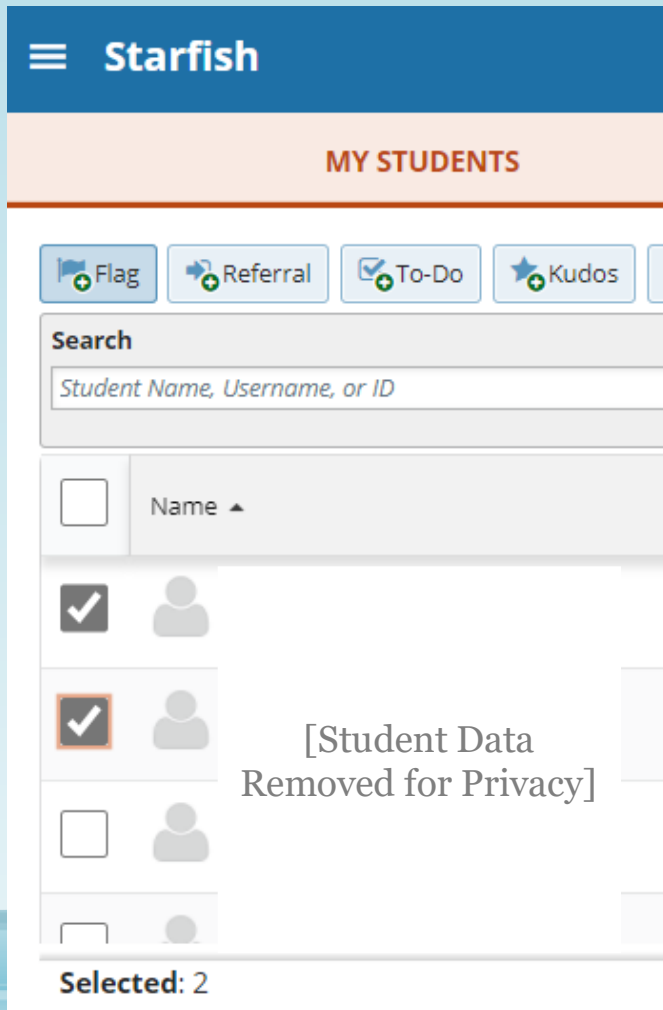


### To-Dos

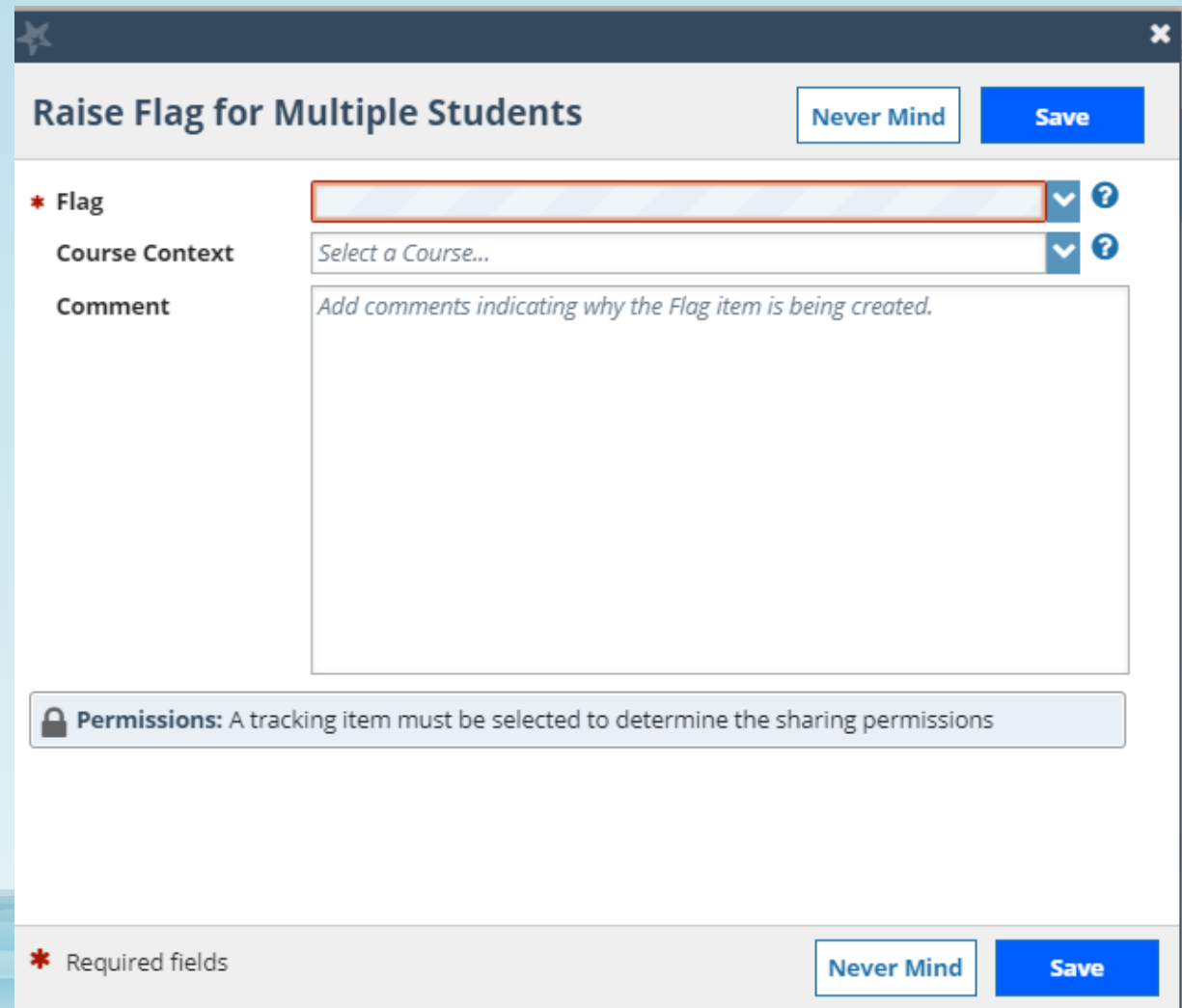
You can send a "To-Do" for the student to complete when a student has an outstanding item such as needing to create an educational plan with a counselor, or needing to make a Starfish profile.

# How to Raise a Flag, Kudo, To-Do, Referral

Menu > Students > My Students (tab) > Select all, one or multiple students



The screenshot shows the Starfish application interface. At the top, there is a blue header with the Starfish logo and a hamburger menu icon. Below the header is a light orange bar with the text "MY STUDENTS". Underneath, there are four buttons: "Flag", "Referral", "To-Do", and "Kudos". A search bar is present with the placeholder text "Student Name, Username, or ID". Below the search bar is a table of students. The first student is selected, indicated by a checked checkbox. The second student is also selected, and their name is replaced by "[Student Data Removed for Privacy]". The third and fourth students are not selected. At the bottom left, it says "Selected: 2".



The screenshot shows a dialog box titled "Raise Flag for Multiple Students". At the top right, there are two buttons: "Never Mind" and "Save". The dialog contains the following fields:

- \* Flag:** A dropdown menu with a question mark icon.
- Course Context:** A dropdown menu with the text "Select a Course..." and a question mark icon.
- Comment:** A text area with the placeholder text "Add comments indicating why the Flag item is being created."

At the bottom of the dialog, there is a grey box with a lock icon and the text: "Permissions: A tracking item must be selected to determine the sharing permissions". At the bottom right, there are two buttons: "Never Mind" and "Save". At the bottom left, there is a legend: "\* Required fields".

# Raise a Flag

*‘Nudges towards a student for areas of improvement’*

## Raise Flag for Multiple Students

Never Mind Save

Search for Students

\* Flag

Course Context

Comment

Permissions: A tracki

\* Required fields

Never Mind Save

- Attendance Concern**  
Raise this flag when a student is not attending class regularly. **This flag should only be raised after you have made several attempts to address the issue and the student is in danger of being dropped from course.** Upon raising the flag, student receives an Attendance Concern notification including comments provided. A Retention Counselor will contact the student within 3-5 business days.
- General Concern**  
Raise this flag to express any concerns you have about a student. Please provide details in the comments field. **If this is a concern about health, safety, and welfare please contact the CARE Team: Care.Team@napavalley.edu** Student will receive notification of General Concern flag including comments provided. Please denote in comments, if you would like a Counselor (Retention, Primary, or General) to follow-up with student within 3-5 business days.
- In Danger of Failing**  
Raise this flag when a student is in danger of failing a course. Upon raising the flag, student receives an In Danger of Failing notification including comments provided. A Primary Counselor (Support Program) or Retention Counselor (all other students) will contact the student within 3-5 business days.
- Lack of Participation**  
Raise this flag when a student is not participating in online course(s) and/or in class, **ie., student does not contribute to class discussions.** Student will receive Lack of Participation notification and view comments. Instructor will follow-up with student.



# Raise a Referral

*'Direct student to make an appointment or visit a particular service'*

**Create Referral for Multiple Students** Never Mind Save

\* Referral

Course Context

Comment

**Permissions:** A tracking item must be selected to determine the sharing permissions

\* Required fields Never Mind Save

**Create Referral for Multiple Students** Never Mind Save

\* Referral

Course Context

Comment

**Permissions:** A tracking item must be selected to determine the sharing permissions

\* Required fields Never Mind Save

# Raise a To-Do

*'Direct student to complete a specific action'*

Create To-Do for Multiple Students Never Mind Save

\* To-Do

Course Context

Comment

**Permissions:** A tracking item must be selected to determine the sharing permissions

\* Required fields Never Mind Save

Create To-Do for Multiple Students Never Mind Save

\* To-Do

Course Context  **Set-up Your Starfish Profile**  
Raise this To-Do Flag for a student to set-up their Starfish Profile. Student will receive To-Do Notification including comments provided. Starfish Admin will follow-up with student regarding profile setup. Close the Loop: Starfish Admin will 'bulk' clear To-Do of those students whom have completed task.

Comment

**Permissions:** A tracking item must be selected to determine the sharing permissions

\* Required fields Never Mind Save

# Raise a Kudo

*'Acknowledge Positive Progress and Recognize Students Achievements'*

The screenshot shows the 'Create Kudos for Multiple Students' form. At the top, there are 'Never Mind' and 'Save' buttons. The form has three main sections: 'Kudos' with a dropdown menu showing 'Select a Kudos...', 'Course Context' with a dropdown menu showing 'Select a Course...', and a 'Comment' text area with the placeholder text 'Add comments indicating why the Kudos item is being created.'. At the bottom, there is a 'Permissions' section with a lock icon and the text 'A tracking item must be selected to determine the sharing permissions', and another set of 'Never Mind' and 'Save' buttons. A red asterisk icon is next to the 'Required fields' label.

This screenshot shows the same 'Create Kudos for Multiple Students' form, but with the 'Kudos' dropdown menu open. The menu lists three options, each with a green star icon and a brief description:

- Great Participation in Class**: Raise this Kudo when you want a student to be recognized for great participation in class. Participation must be meaningful (i.e. **contributes to class and group discussions**). Upon raising this Kudo, student will receive Great Participation in Class notification including comments provided. Close the Loop: Starfish Admin will 'bulk' clear Kudos monthly. This Kudo is also utilized for Progress Surveys, in which Primary Counselor or Retention Counselor will receive notification and comments.
- Keep Being Awesome**: Raise this Keep Being Awesome Kudo when a student is performing well and you want to recognize student. Upon raising the flag, student will receive Keep Being Awesome Kudo notification including comments provided. Close the Loop: Starfish Admin will 'bulk' clear Kudos monthly. This Kudo is also utilized in Progress Surveys, in which Primary Counselor or Retention Counselor will receive notification and comments.
- Showing Academic Improvement**: Raise this Kudo when a student has shown academic improvement. Upon raising this kudo, student will receive Showing Academic Improvement notification including comments provided. Close the Loop: Starfish Admin will 'bulk' clear Kudos monthly. This Kudo is also utilized in Progress Surveys, in which Primary Counselor or Retention Counselor will receive notification and comments.

Below the list, there is a 'Permissions' section with a lock icon and the text 'A tracking item must be selected to determine the sharing permissions', and a 'Required fields' label with a red asterisk icon. The 'Never Mind' and 'Save' buttons are also visible at the top right of the form.

# Tracking and 'Closing the Loop' (Resolve)

*Note: You will only see Tracking Items that you have raised.*

**Starfish** Search for Students

**MY STUDENTS** **TRACKING** **INTAKE**

**Resolve** **Comment** **Assign** **Flag** **Referral** **To-Do** **Kudos** **Success Plan** **Send Message** **Download**

**Student**  **Go** **View**  **Connection**  **Additional Filters**

<input type="checkbox"/>	Student	Item Name	Status	Created	Assigned	Due
<input type="checkbox"/>		You Are Off To A Great Start <b>Context:</b> Biological Anthropology (ANTH-120-76352_20/FA)	Active	Yesterday by Amato, Jessica via Survey		
<input type="checkbox"/>	[Student Data Removed for Privacy]	You Are Off To A Great Start <b>Context:</b> Biological Anthropology (ANTH-120-76352_20/FA)	Active	Yesterday by Amato, Jessica via Survey		
<input type="checkbox"/>	[Student Data Removed for Privacy]	You Are Off To A Great Start <b>Context:</b> Biological Anthropology (ANTH-120-76352_20/FA)	Active	Yesterday by Amato, Jessica via Survey		
<input type="checkbox"/>	[Student Data Removed for Privacy]	Attendance Concern <b>Context:</b> Biological Anthropology (ANTH-120-76352_20/FA)	Active	Yesterday by Amato, Jessica via Survey		

**Selected:** 0 Displaying 1 - 25 of 508 Items

# Tracking and 'Closing the Loop' (Resolve)...continued

## *Add a Comment and/or Closure Reason*



Clear flag for [redacted]

[Hide flag details](#)

**Attendance Concern**  
Raised by [redacted] [Today]

Add a comment:  
*Provide some more details about why you're clearing this flag.*

\* Required fields

### CLOSURE REASON

Tracking Item	Positive	Negative	Irrelevant	Mistake
<b>Flag</b>	The concern was successfully addressed	The concern was not successfully addressed	The concern is no longer relevant	The flag was raised by mistake
<b>Referral</b>	The meeting took place	The meeting did not take place	The referral is no longer relevant	The referral was created by mistake
<b>To Do</b>	The task was completed	The task was not completed	The task is no longer relevant	The to do was created by mistake



**Tip:** Closure Reasons do not apply to Kudos.

# Current Process: Mid-Term Evaluations via Paper

Support Programs: (*EOPS/CARE, CalWORKS, SSS TRIO, MESA, Umoja, Puente, Athletics*)

NAPA VALLEY COLLEGE  
SSS (Student Support Services) Semester: 19/FA

Student Name: \_\_\_\_\_  
Colleague ID: \_\_\_\_\_  
Course Name & Section: MATH-120-71794                      Instructor Name : \_\_\_\_\_

1. HOW IS THE STUDENT PERFORMING IN YOUR CLASS?  
 90% Very Well     80% Well     70% Average     60% Below Average     50% Poorly  
 Not enrolled in course     Withdrew from course     Dropped from course

2. DOES STUDENT PARTICIPATE IN CLASS?  
 Yes, student participates     No, student does not participate  
 Online Course: yes, participates     Online Course: no, does not participate  
 I'm not sure if student is participating     Student not enrolled in course

3. HOW IS THE STUDENTS' ATTENDANCE?  
 Attending class     Met absence limit     Too many absences  
 Tardiness     Not attending class     Dropped from Course

4. DO YOU RECOMMEND THAT THE STUDENT SEEK: (Check all that apply)  
 Tutorial Help     Writing Center     Math Lab  
 Meeting with Instructor     Utilize Office Hours  
 Referral for Learning Accommodations     Recommend student to withdraw

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## Process:

- Admins update/maintain programs' student lists
- Request to IT Support to run the Mid-Term Evals
- Request 500+ pages of Mid-Term Evals to Print Shop
- Sort & package Eval Forms w/ coverletter into Inter-Office Envelopes and labeled/sent to Faculty
- Faculty completes and sends back via Inter-Office Mail
- Support Program Staff review Mid-Term Evals and reach out to their program students



# Progress Surveys ~ 8<sup>th</sup> Week Mid-Term Progress Survey (Early March)

**Target Population:** Support Programs (i.e. EOPS/CARE, CalWORKS, SSS TRIO, MESA, Umoja, Puente, Athletics)

NVC Email Notification & Alert Icon in Starfish



≡ Starfish

🔔 Outstanding Progress Surveys: [College Success \(COUN-100-75080 20/FA\): 4th Week Progress Survey, Fall 2020 \(2\)](#)

≡ Starfish

🔍 Search for Students

MY STUDENTS

TRACKING

INTAKE

PROGRESS SURVEYS (2)

College Success (COUN-100-71476\_20/FA): Copy of 4th Week Progress Survey, Fall 2020 (4) ▾

## College Success (COUN-100-71476\_20/FA): Copy of 4th Week Progress Survey, Fall 2020 (4)

SAVED October 12, 2020 at 10:22 AM

DUE October 30, 2020 at 1:00 AM

Please submit feedback and comments for every student as needed. Your feedback and comments are on "auto-save". If you are unable to complete at this time, you can return to the Progress Survey's tab to finish providing feedback/comments. Once you have "checked" all Tracking Items per student, click the "Submit" button. Note: You can only submit once.

🔍 Search | ⓘ

Name	You Are Off To A Great Start	Great Participation in Class	Showing Academic Improvement	Attendance Concern	Lack of Participation	Missing/Late Assignments	Low Quiz/Test Scores	In Danger of Failing	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Progress Surveys...continued

## 'i' - Information Button

### College Success (COUN-100-71476\_20/FA): Copy of 4th Week Progress Survey, Fall 2020 (4)

SAVED October 12, 2020 at 10:22 AM

DUE October 30, 2020 at 1:00 AM

Please submit feedback and comments for every student as needed. Your feedback and comments are on "auto-save". If you are unable to complete at this time, you can return to the Progress Survey's tab to finish providing feedback/comments. Once you have "checked" all Tracking Items per student, click the "Submit" button. Note: You can only submit once.

Search



Name	You Are Off To A Great Start	Great Participation in Class	Showing Academic Improvement	Attendance Concern	Lack of Participation	Missing/Late Assignments	Low Quiz/Test Scores	In Danger of Failing

**TIP!**  
Click on the Information button 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.

# Progress Surveys...continued

## Tracking Item Enabled > “+” Icon > Add Comments

Starfish Search for Students





MY STUDENTS      TRACKING      **PROGRESS SURVEYS (1)**

**College Success (COUN-100-75080\_20/FA): 4th Week Progress Survey, Fall 2020 (2)**

SAVED August 18, 2020 at 7:26 AM  
DUE August 19, 2020 at 12:00 AM

Please submit feedback and comments for every student as needed. Your feedback and comments are on "auto-save". If you are unable to complete at this time, you can return to the Progress Survey's tab to finish providing feedback/comments. Once you have "checked" all Tracking Items per student, click the "Submit" button. Note: You can only submit once.

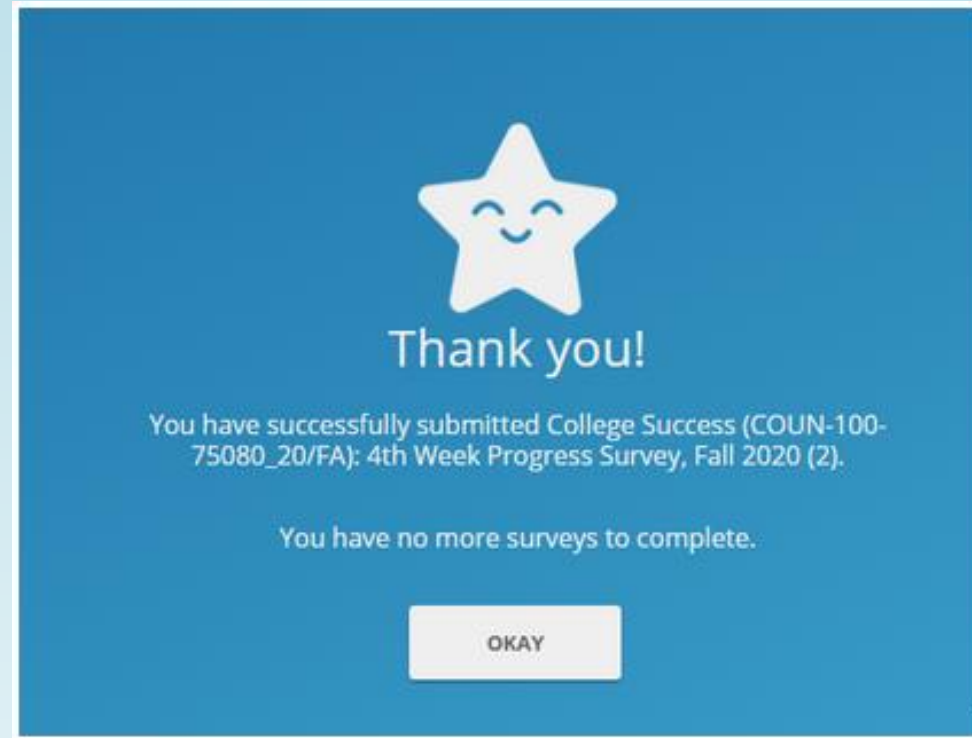
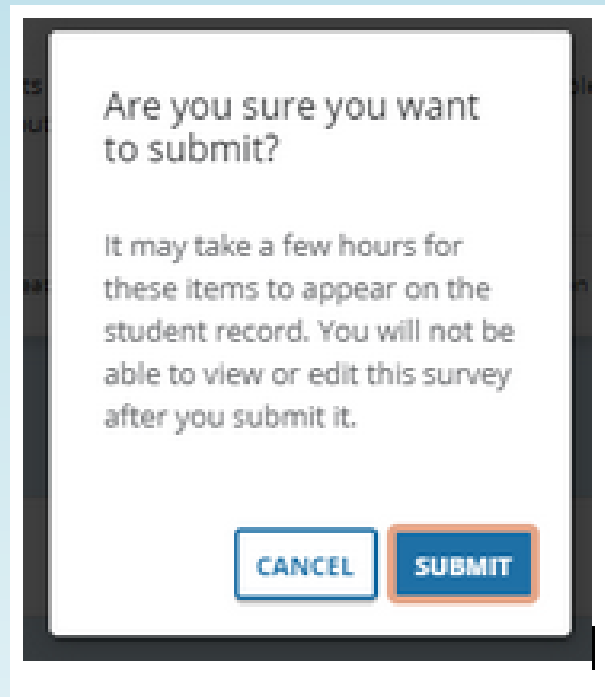
Search | i

Name	You Are Off To A Great Start	Showing Academic Improvement	Great Participation in Class	Lack of Participation	Missing/Late Assignments	Low Quiz/Test Scores	In Danger of Failing
	<input checked="" type="checkbox"/> 	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 
<b>You Are Off To A Great Start</b> <input type="text" value="Student is doing very well in the course."/>							
<b>Great Participation in Class</b> <input type="text" value="Student actively participates in class."/>							

# Progress Surveys...continued

## *Submitting your Progress Survey*

**TIP!** Progress Surveys are on **'auto-save'**. If you are not done with completing your Progress Survey, you can log out of Starfish and return to the Progress Survey tab at a later time to complete.

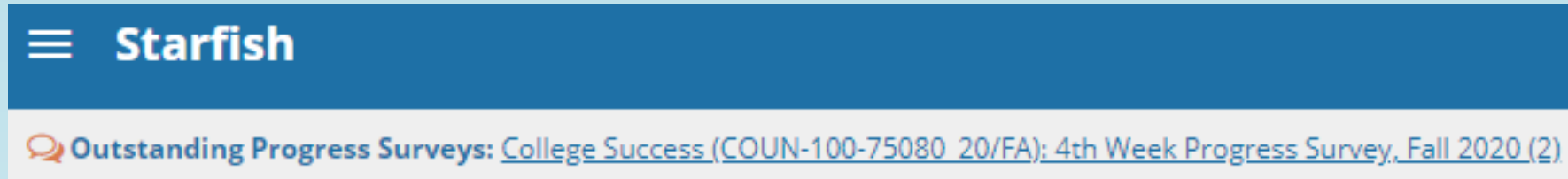


**\*IMPORTANT:** When you have finished providing feedback, select **Submit** to complete the survey. You will be **unable** to re-access or edit the survey once submitted.

# Progress Surveys Timeline

*8<sup>th</sup> Week Mid-Term Progress Survey (Early March)*

NVC Email Notification &  
Alert Icon in Starfish



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

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

## Mid-Term Progress Survey Timeline

Announcement: March 10

Deployment: March 15

Reminder: March 22

Survey Closes: March 30

Notification to Program Counselors: March 31

Student Follow-up: April 1 -8

Last day drop with a "W": April 9th

# Upcoming Training Sessions



Starfish 'Training Session Tab' on Webpage:

[www.napavalley.edu/starfish](http://www.napavalley.edu/starfish)

 **Starfish Early Alert**  
 Training sessions:  
by Starfish Role

 **INSTRUCTIONAL FACULTY**

Date	Time
Tuesday, Jan 19	10:00 am – 10:50 am
Friday, Jan 22	10:00 am – 11:30 am
Friday, Jan 22	1:00 pm – 2:30 pm
Wednesday, Jan 27	12:30 pm – 1:30 pm
Wednesday, Jan 27	3:00 pm – 4:00 pm
Friday, Jan 29	9:00 am – 10:00 am
Tuesday, Feb 2	12:30 pm – 1:30 pm

\*Dates/Times subject to change.

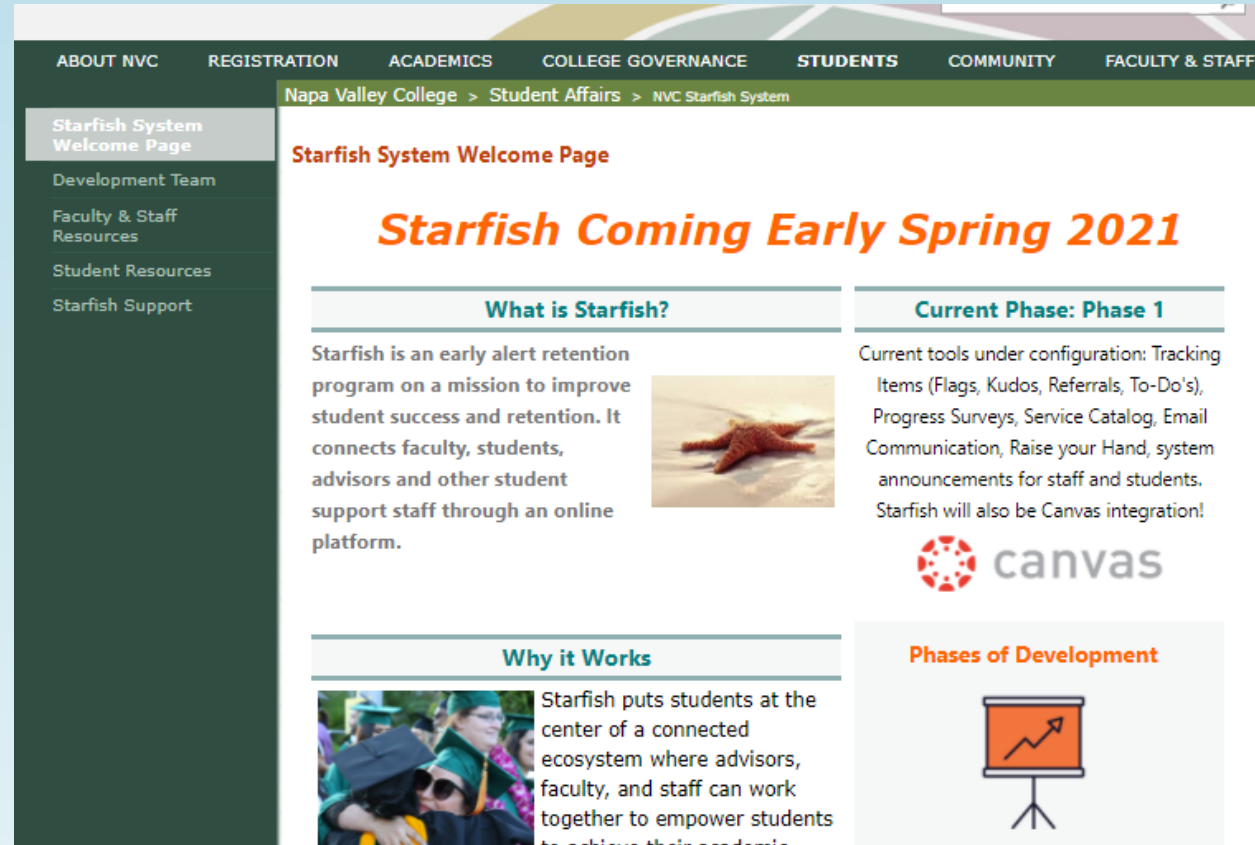


Phase 1 Tools and Features



# Starfish Early Alert Webpage

## *In-depth Look*



The screenshot shows the Starfish System Welcome Page. The top navigation bar includes links for ABOUT NVC, REGISTRATION, ACADEMICS, COLLEGE GOVERNANCE, STUDENTS, COMMUNITY, and FACULTY & STAFF. The breadcrumb trail reads: Napa Valley College > Student Affairs > NVC Starfish System. A left sidebar menu lists: Starfish System Welcome Page (highlighted), Development Team, Faculty & Staff Resources, Student Resources, and Starfish Support. The main content area features the title "Starfish System Welcome Page" and a large heading "Starfish Coming Early Spring 2021". Below this are three sections: "What is Starfish?" with a starfish image and text describing the program; "Current Phase: Phase 1" with text about tools under configuration and the Canvas logo; and "Why it Works" with a photo of graduates and text about the ecosystem. A "Phases of Development" section with a presentation board icon is partially visible at the bottom right.

ABOUT NVC   REGISTRATION   ACADEMICS   COLLEGE GOVERNANCE   STUDENTS   COMMUNITY   FACULTY & STAFF

Napa Valley College > Student Affairs > NVC Starfish System

Starfish System Welcome Page

Development Team

Faculty & Staff Resources

Student Resources


Starfish Support

### Starfish System Welcome Page

## Starfish Coming Early Spring 2021


#### What is Starfish?

Starfish is an early alert retention program on a mission to improve student success and retention. It connects faculty, students, advisors and other student support staff through an online platform.




#### Current Phase: Phase 1

Current tools under configuration: Tracking Items (Flags, Kudos, Referrals, To-Do's), Progress Surveys, Service Catalog, Email Communication, Raise your Hand, system announcements for staff and students. Starfish will also be Canvas integration!




#### Why it Works



Starfish puts students at the center of a connected ecosystem where advisors, faculty, and staff can work together to empower students to achieve their academic

#### Phases of Development



[www.napavalley.edu/starfish](http://www.napavalley.edu/starfish)



## Questions & Answers

Email: [Starfish@napavalley.edu](mailto:Starfish@napavalley.edu)

