



Progress Surveys

***In the Chat**, input First Name, Last Name, Department, Classification and Email to receive the Starfish Early Alert Training PowerPoint, Training Guide for Faculty and additional resources.

Meet your Starfish Trainers



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Starfish Project Scribe
Lead Configuration
Starfish Function Team

Starfish Trainer



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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

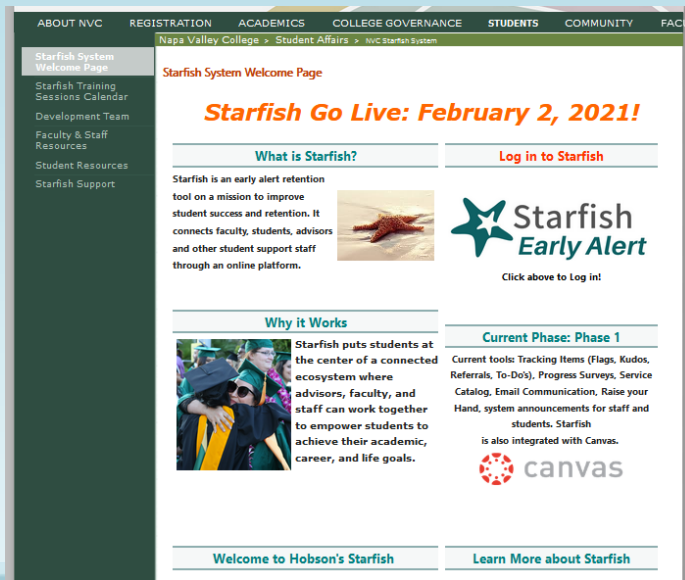
- Logging into Starfish
- Mid-Term Evaluations (*The old way vs. new way*)
- Progress Survey Timeline (Mid-Term) (*Early March*)
- Progress Survey Target Support Programs (phase 1)
- Progress Survey Email Notifications
- How to access your Progress Survey
- How to complete your Progress Survey
- Starfish Webpage Resources



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

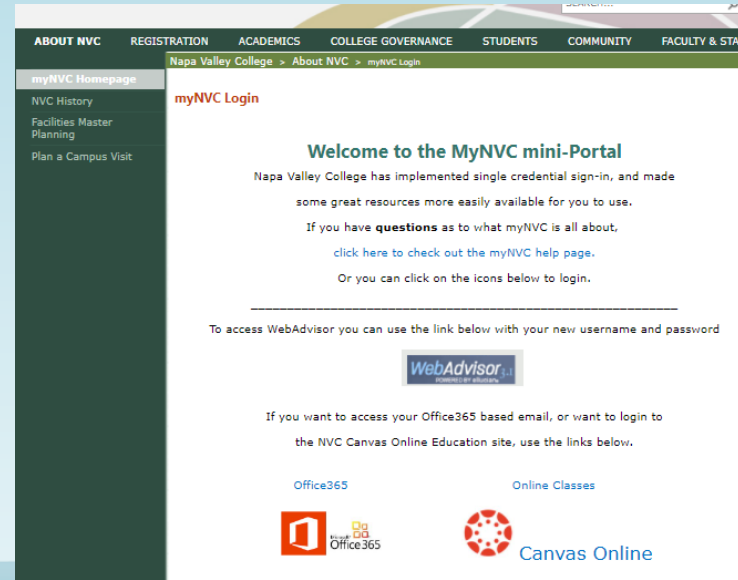
We are LIVE!

Starfish Webpage



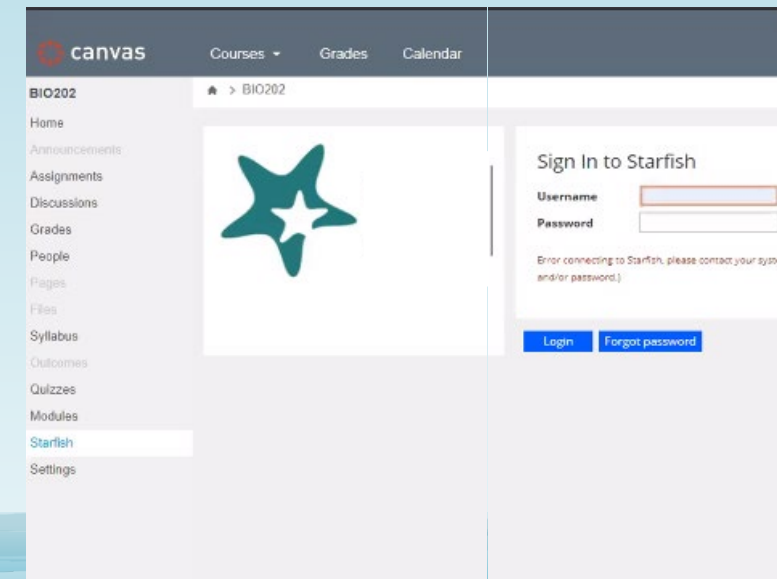
The screenshot shows the Starfish System Welcome Page. The header includes navigation links: ABOUT NVC, REGISTRATION, ACADEMICS, COLLEGE GOVERNANCE, STUDENTS, COMMUNITY, FACULTY & STAFF. The main content area features a large orange banner that reads "Starfish Go Live: February 2, 2021!". Below this, there are sections for "What is Starfish?" and "Why it Works". The "What is Starfish?" section includes a description of the tool and a "Log in to Starfish" button. The "Why it Works" section includes a photo of graduates and a description of the ecosystem. At the bottom, there are links for "Welcome to Hobson's Starfish" and "Learn More about Starfish".

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 "Welcome to the MyNVC mini-Portal" message. Below this, there is a "WebAdvisor" logo and a "Canvas Online" logo. At the bottom, there are links for "Office365" and "Online Classes".

Canvas Integration (Instructional Faculty only)



The screenshot shows the Canvas LMS interface. The header includes navigation links: Courses, Grades, Calendar. The main content area features a "Sign In to Starfish" form with fields for "Username" and "Password". Below the form, there are "Login" and "Forgot password" buttons. The left sidebar includes a list of navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Starfish, and Settings.

www.napavalley.edu/starfish www.napavalley.edu/myNVC

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 Timeline

8th 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 3

Deployment: March 8

Reminder: March 17

Survey Closes: March 25

Notification to Program Counselors: March 26

Student Follow-up: March 29 – April 9

Last day drop with a “W”: April 9th

Progress Survey: Phase 1 Target Support Programs

Phase 1:

Support Programs:

- Athletes
- Black Male Excellence (BME)
- CalWorks
- EOPS/CARE
- MESA
- Puente
- SSS TRIO
- UMOJA



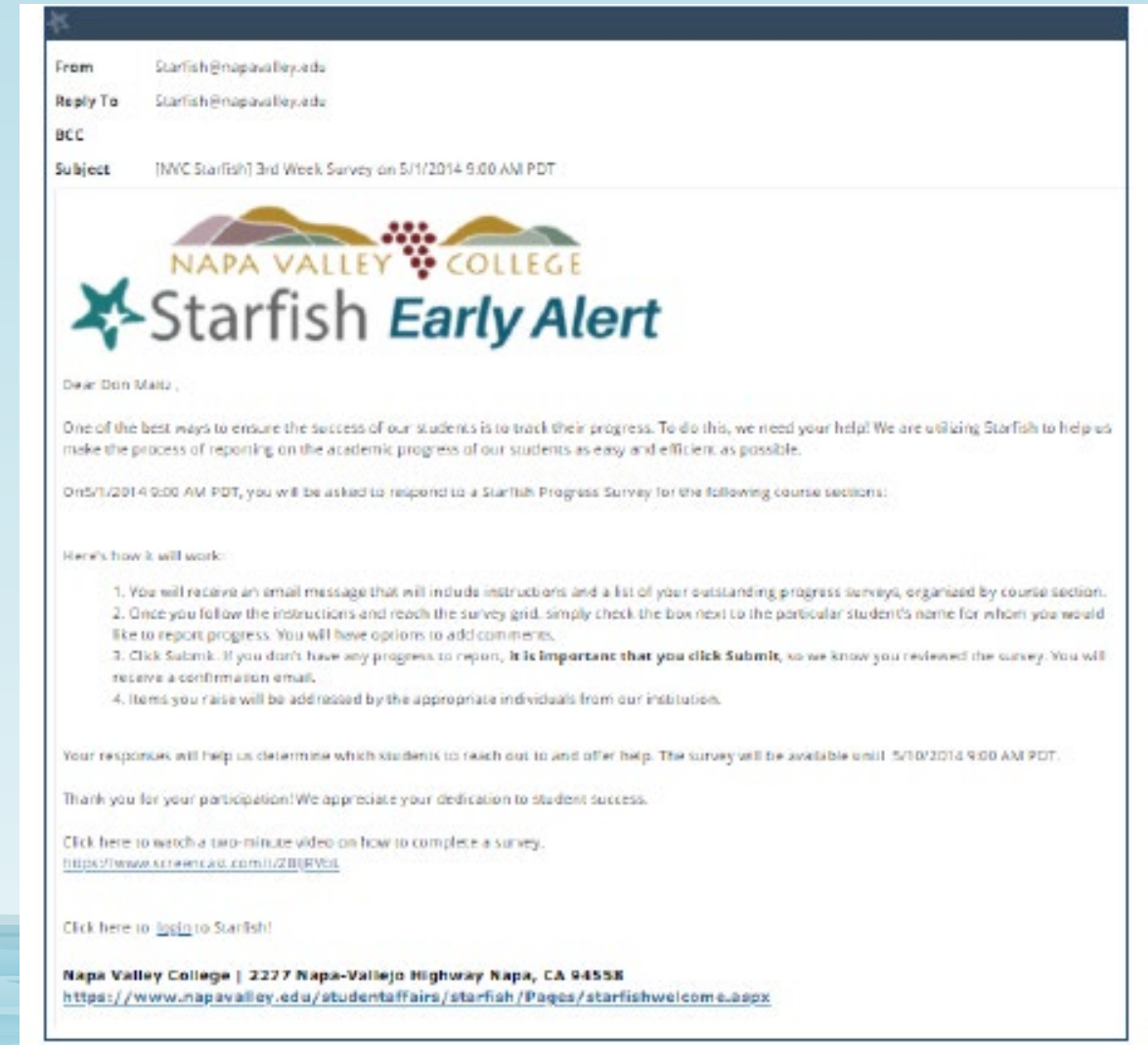
Other Student Populations:

- Students on Academic Probation

Starfish Progress Survey Email Notifications

- Announcement Email ~ March 3
- Deployment Email ~ March 8
- Reminder Email ~ March 17
- Survey Closed Email ~ March 25

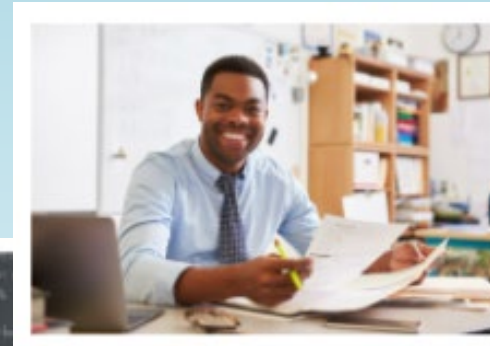
TIP! To see a sample of the Email Notifications, view the Getting Started Guide for Progress Surveys.





Let's Starfish!

Disclaimer: Student Information will be viewed during Training Session.



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
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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 | ⓘ

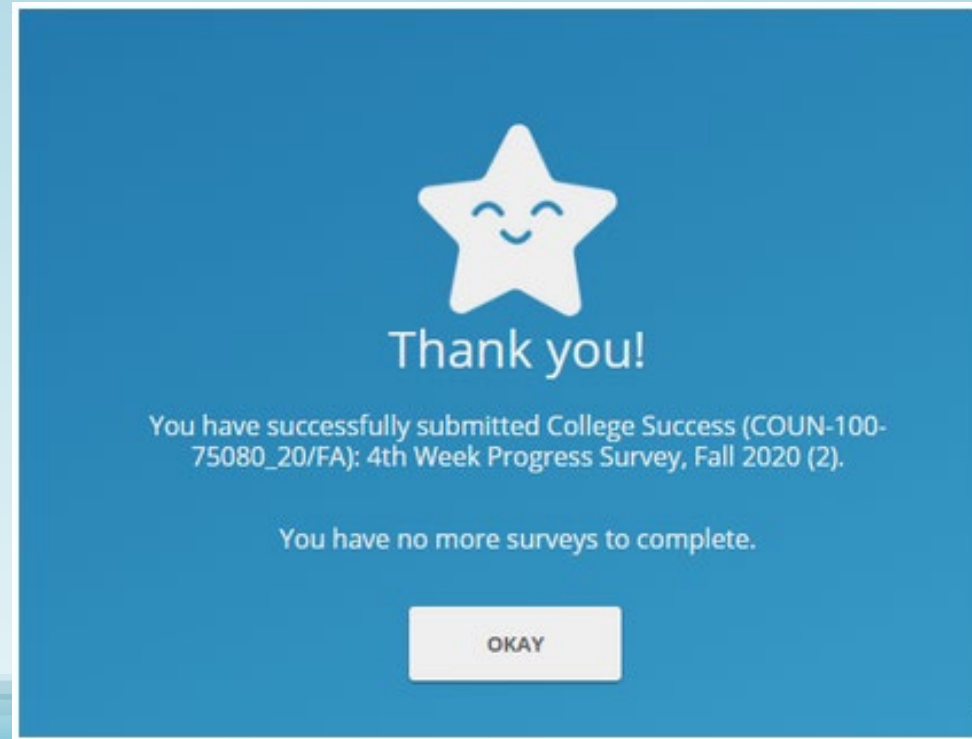
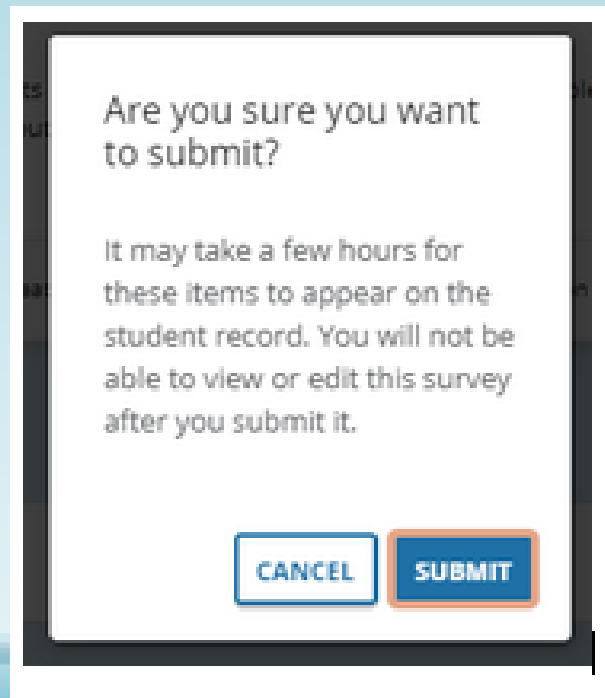
Name	You Are Off To A Great Start	Showing Academic Improvement	Great Participation in Class	Lack of Participation	Missing/Late Assignments	Low Quiz/Test Scores	In Danger of Failing
	<input checked="" type="checkbox"/> 	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/>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

Note: A blue circle highlights the minus sign icon in the top right corner of the student row.

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.

Starfish Early Alert Webpage

Starfish Webpage > Faculty Resources Tab > Scroll Down Progress Surveys section

ABOUT NVC REGISTRATION ACADEMICS COLLEGE GOVERNANCE STUDENTS COMMUNITY FACULTY


Napa Valley College > Student Affairs > NVC Starfish System

Starfish System Welcome Page

Starfish Go Live: February 2, 2021!

What is Starfish? [Log in to Starfish](#)

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




Starfish Early Alert

Click above to Log in!


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, career, and life goals.



Current Phase: Phase 1

Current tools: Tracking Items (Flags, Kudos, Referrals, To-Do's), Progress Surveys, Service Catalog, Email Communication, Raise your Hand, system announcements for staff and students. Starfish is also integrated with Canvas.



[Welcome to Hobson's Starfish](#) [Learn More about Starfish](#)

Progress Surveys (new)	
Progress Survey Flyer	
Progress Survey PowerPoint	
Progress Survey Timeline	
Guide for Completing Progress Surveys	
Demo Video Progress Surveys	

www.napavalley.edu/starfish



Questions, Inquiries &
Answers

Email: Starfish@napavalley.edu



Keep in mind Starfish is new to Napa Valley College and we will be learning to “Starfish” together.