

FALL 2022

## Important Dates

### ACADEMIC PROGRESS REPORT #2

RIT Rochester

Open Monday, October 10 at 7 AM EDT

Close Sunday, October 30 at 11 PM EDT

RIT Croatia

Open Monday, October 24 at 7 AM CEST

Close Sunday, November 13 at 11 PM CEST

RIT Dubai

Open Monday, October 17 at 7 AM GST

Close Sunday, November 6 at 11 PM GST

RIT Kosovo

Open Monday, October 31 at 7 AM CEST

Close Sunday, November 20 at 11 PM CEST

### STARFISH TRAINING FOR INSTRUCTORS AND ADVISORS

To learn more about using the Starfish system, attend the session below. Registration is required through the [RIT Talent Development website](#):

- Wednesday, October 26th at 3 PM (virtual)

Or visit [www.rit.edu/starfish](http://www.rit.edu/starfish) for step-by-step guides

# Beyond the Alerts

## Academic Alert & Kudos Message Templates Updated

Over the summer of 2022, members of the University Advising Office consulted with a team of RIT faculty to review and update the template emails students receive when an instructor raises an alert or sends a kudos from Starfish. The email messages were reorganized to call attention to the instructor's comments and streamlined to make them more mobile-friendly. The emails continue to emphasize the importance of talking with an instructor and advisors being an additional support resource.

**Click on the links below to view the new academic alert and kudos templates.**

#### Alerts

- [Low Assignment/Quiz/Test Score](#)
- [Attendance/Participation Concern](#)
- [Multiple Academic Concerns](#)

#### Kudos

- [Keep up the Good Work](#)
- [Performance Improving](#)

# User Survey FAQ's

## ANSWERED

In spring 2022, we surveyed Starfish users about their experience. Below are questions frequently asked by instructors and advisors. Instructors' questions appear in orange bubbles; advisors' questions appear in blue bubbles.

### What happens when I raise an alert or kudos?

When you raise an alert or kudos, an email notification is sent immediately to the student with any comments you include. Additionally, the student's advisor(s) and department leadership are notified via email the following day of the feedback you sent to the student. Advisors review the student folder in Starfish. Based on the number of alerts and comments provided by the instructor, advisors can identify students in most need of support.

### Once an Academic Progress Report closes, how can I find my students and notify them if they need an alert?

In Starfish, Academic Progress Reports are open during weeks 4-6 and 8-10. If a report closes or you have already submitted it, you can still send alerts. Directions to send alerts between progress reports can be found here: <https://wiki.rit.edu/display/earlyalert/Instructor+n.+Raise+a+Flag+or+Kudos>

### Is there a way to know if an Advisor read and responded to an alert I sent about a specific student?

In Starfish, instructors can view the alert and see any comments added from an advisor. If an advisor copies an instructor when they outreach about the alert, the instructor will receive an email communication. For more detailed instructions on [how to view an outreach in Starfish](#), visit our website for complete details (step 3.d.).

### How can I access and view my previous alerts for a student ?

There are two ways you can find the information quickly.

Option 1: In the top right corner, search for the student's name. Once in the student folder, click **Tracking**. Here you can view all active and resolved alerts that you have sent to the student.

Option 2: On the **Tracking** tab, all the active alerts you have sent to a student this semester are listed. You can add [additional filters](#) or search the list for a particular student to view their alerts.

**Do you have information about if the alerts are beneficial?**

The time and effort it takes faculty to send alerts and include comments is appreciated. In the Starfish Student User survey, **67% of students who reported receiving an alert from an instructor said they were motivated to improve their performance.** Of the students who received comments on an alert, **82% stated the instructor's comments were helpful.**

**It would be helpful to sort students by academic standing or GPA; is this possible?**

In Starfish, you can use the **Additional Filters** to identify specific groups of students; specifically, you can use the **CUM GPA** attribute to display students with specific GPA criteria. For step-by-step details on [how to filter with attributes \(Step 4.e.\)](#), check out [this guide on our website](#).

**I would like to document more meetings in Starfish, but does it make sense? Will I be able to find the information in the system after the semester ends?**

Yes, meeting notes are available in Starfish until a student graduates or leaves RIT. As long as you remain the student's advisor, you will have access to the information. If there is an advisor change, meeting notes become available to the new advisor.

**What is the best way for a student to see the Zoom link for an appointment?**

In Starfish, navigate to your appointment preferences. In the **My Locations** section, either add a new location or edit an existing location. For Zoom the **Location Type** should be **Online**. In both the **Location Name** and **Instructions** boxes, include your Zoom link. This ensures students will also receive the Zoom link in their appointment reminder email.

**Is there someone I can talk to for specific Starfish questions or training?**

The Starfish team is happy to help you with the Starfish system. Feel free to email us at [starfish@rit.edu](mailto:starfish@rit.edu), to set up a time to meet in person, over the phone, or on Zoom.

# 2021-2022 User Survey Data

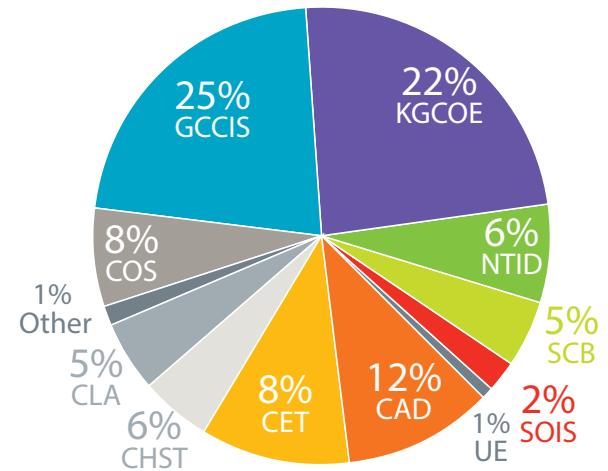
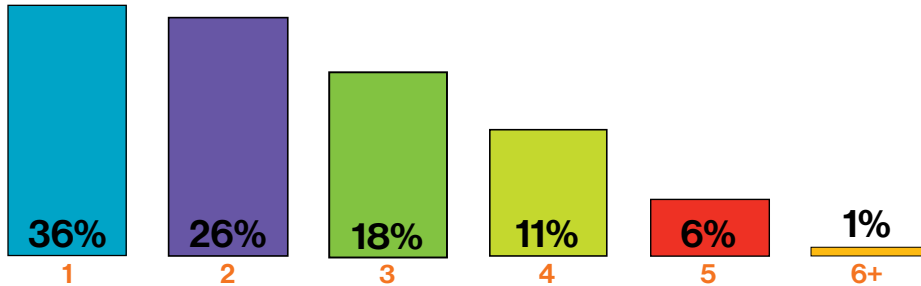
At the end of the 2021-2022 academic year, RIT Starfish users were surveyed. Here is some of what they had to say:

Data includes RIT Rochester campus responses only

**1341** Student Respondents  
(12% Response Rate)

## Student Respondents

### Years Attended RIT



## What Students Said

**62%** of the students who reported receiving an alert indicated the instructor included personalized comments. Of those:

**72%** expressed that the instructor cared about their success in the course

**82%** expressed that the instructor comments were helpful

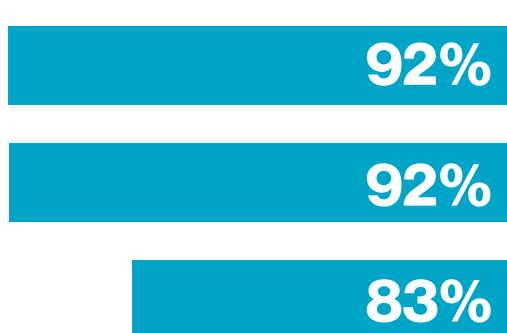
Increased 10 percentage points from last year!

**63** Advisor Respondents

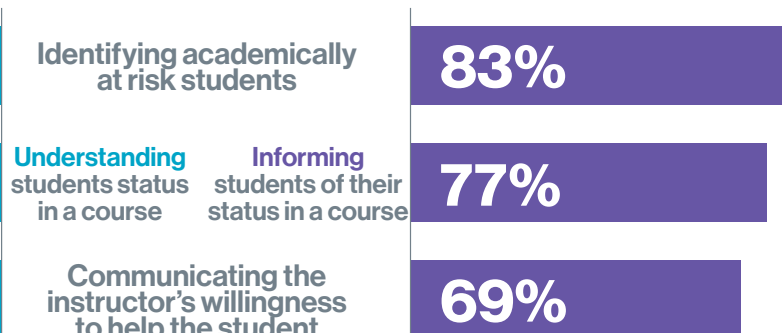
**480** Instructor Respondents

## Advisors & Instructors Agree Alerts are Effective for:

### Academic Advisors



### Instructors



### Additionally

**90%**

of academic advisors stated alerts are effective for  
**prioritizing outreach to students who are struggling**

**70%**

of instructors stated alerts are effective for  
**getting students attention**