

FALL 2021

## Important Dates

### ACADEMIC PROGRESS REPORT #1

RIT Main Campus

Opens Monday, September 13 at 7 AM EDT

Closes Sunday, October 3 at 11 PM EDT

RIT Croatia & RIT Dubai

Opens Monday, September 20 at 7 AM EDT

Closes Sunday, October 10 at 11 PM EDT

RIT Kosovo

Opens Monday, October 4 at 7 AM CEST

Closes Sunday, October 17 at 11 PM CEST

### ACADEMIC PROGRESS REPORT #2

RIT Main Campus

Opens Monday, October 11 at 7 AM EDT

Closes Sunday, October 31 at 11 PM EDT

RIT Croatia & RIT Dubai

Opens Monday, October 18 at 7 AM EST

Closes Sunday, November 7 at 11 PM EST

RIT Kosovo

Opens Monday, November 1 at 7 AM CET

Closes Sunday, November 14 at 11 PM CET

### STARFISH TRAINING

To learn more about how to use the Starfish system, attend one of the sessions below. Sessions will be virtual via Zoom. Registration is required through the [RIT Center for Professional Development website](#):

- Thursday, September 16 at 10 AM
- Monday, September 27 at 2 PM
- Wednesday, October 20 at 9 AM
- Tuesday, October 26 at 2 PM

# Beyond the Alerts

## New Starfish Co-op Planning Alert

In fall 2020, University Advising and Career Services & Cooperative Education partnered to create a new Starfish alert. The *Co-op Planning* alert helps to connect students who are facing challenges securing a co-op with their career services coordinator. Additionally, the alert facilitates the communication between the student, career services coordinator, and academic advisor.

Academic advisors can raise the *Co-op Planning* alert whenever they determine a student may need extra assistance securing a co-op. The *Co-op Planning* alert generates an email to the student recommending they meet with their career services coordinator. Their career services coordinator is notified of the alert and reaches out directly to the student to offer additional assistance. All outreach and follow-up by the career services coordinator is documented in Starfish and helps to keep the advisor up-to-date of the student's progress in their co-op search process.



## Beth Touhsaent

**Career Service Coordinator, Career Services & Cooperative Education**

Beth Touhsaent is a Career Service Coordinator in the Career Services and Cooperative Education Office and has worked at RIT for two years. Beth is being spotlighted for her execution of the new Co-op Planning alert in Starfish. Specifically, Beth works with GCCIS students to aid in career preparation and negotiation and connect them to employers. The use of this alert in Starfish has formalized and streamlined a process that was handled differently across colleges at RIT.

Here is what Beth had to say about the process:

“Using Starfish has provided structure and a systemized follow-up for the students who need immediate attention. The process now provides parameters for communication and follow-up.”

“The Co-op Planning alert helps to quickly identify an urgent need versus a general referral. Starfish has assisted in tracking students and their responses to the alerts. Additionally, I can share with advisors what the student receives along with the students’ actions and responses. The advisors I work with have done an excellent job of making sure the students who urgently need to be on co-op, or need assistance, are the students getting alerted.”

“I had worked with Starfish before in my previous role at a different college. Having used Starfish before, it has been very easy to incorporate into my workflow. I have good communication with the advisors I work with and I still regularly email with them, but the urgent needs rise to the top.”



## Essence Hagan

**Student in GCCIS, majoring in Human-Centered Computing**

Essence Hagan is a 4th-year student majoring in Human-Centered Computer Programming. Essence started in the 2 + 2 Transfer Pathway program at Monroe Community College before attending RIT. In her first year at RIT, she changed her major several times before finding her fit within GCCIS. Essence shared her experience searching for a co-op and receiving a “Co-op Planning” alert.

“I started a little late (because of changing my major) and, because of that, struggled to find a co-op. At the beginning of my search, I didn’t know about portfolios for my major. My academic advisor, Melody Klein, connected me to my Career Service Coordinator, Beth Touhsaent. Beth, was great about checking my resume and helping me determine what information to include for employers.”

“I used online platforms to help identify and apply for potential co-ops. I finally got an interview with a company, but some things didn’t seem accurate. I immediately emailed Beth, and it was a scam. This process showed me she was a great source to go to for help with my co-op.”

“Melody and Beth are great at follow-up and have been very helpful. They have been very great in helping me access resources. I have tried to use all the resources around me. Co-op is based on each individual student – as advisors, they are there to guide you and show you the opportunities that are out there. But in the end, you have to figure out what is best for you and use the resources you have.”

Essence has successfully secured her first co-op with National Debt Relief and has been offered to continue with the organization for her second co-op to complete her degree requirements.

# 2020-2021 User Survey Data

At the end of the 2020-2021 academic year, we surveyed RIT Starfish users and here is what they had to say:

## Who Responded?

1935

Student Respondents  
(14% Response Rate)

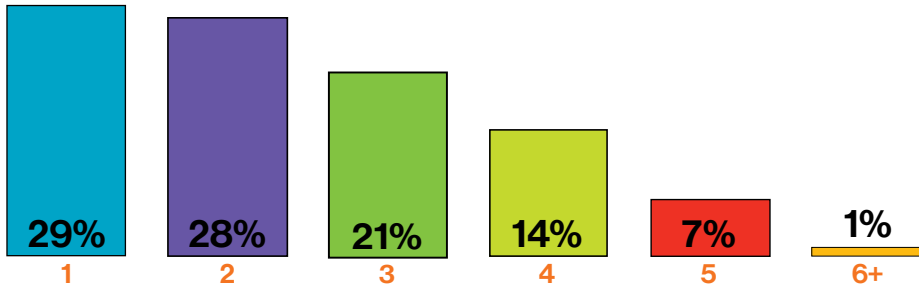
460

Instructor Respondents  
(32% Response Rate)

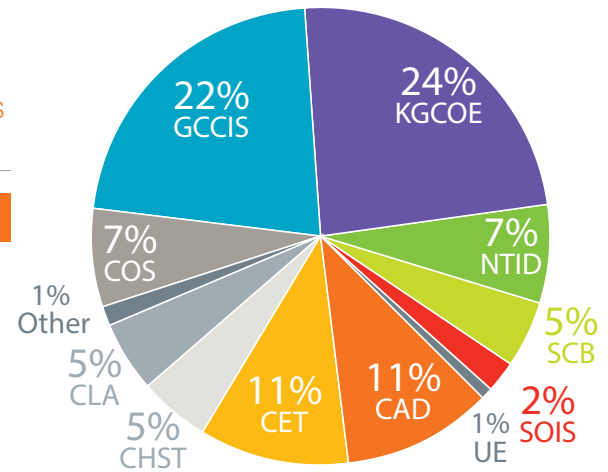
52

Advisor Respondents  
(60% Response Rate)

## Years Attended RIT



## Student Respondents



## What Students Said

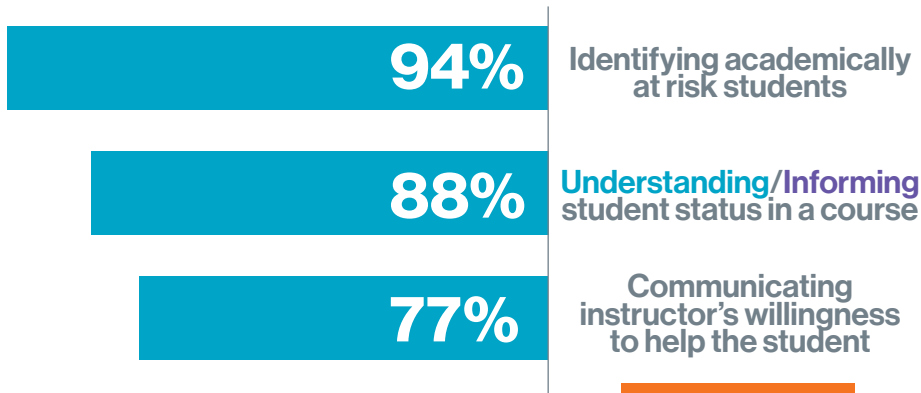
**65%** Of the students who reported receiving an alert indicated **the instructor included personalized comments**, of those:

**76%** expressed that **the instructor cared about their success in the course**

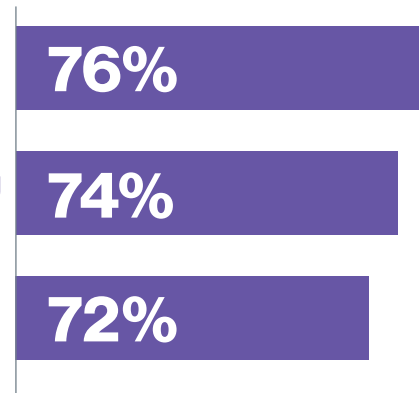
**74%** expressed that **the instructor comments were helpful**

## 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**

**71%**

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

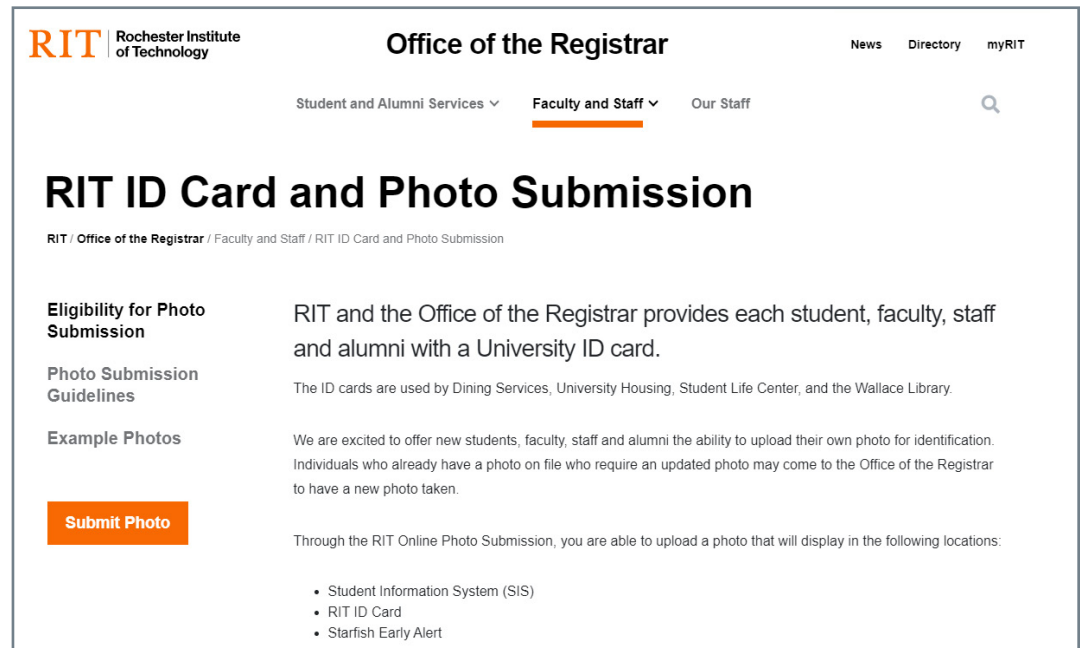
# Updating Your Starfish Photo

Did you ever wonder where your photo in Starfish comes from? At RIT, the photos used for ID cards are synced to your Starfish account. If you want to have a new photo in Starfish you will need to upload a new photo on the Office of the Registrar website. Uploading a new photo for your ID card will populate a new photo in Starfish the following day.

Follow the steps below to update your photo in Starfish.

## How to update your University picture

1. Navigate to the Office of the Registrar's [website](#).
2. On this page, review the photo guidelines. On the left sidebar or at the bottom of the page, select **Submit Photo**.



The screenshot shows the RIT Office of the Registrar website. The header includes the RIT logo, the text 'Rochester Institute of Technology', and the title 'Office of the Registrar'. Navigation links for 'News', 'Directory', and 'myRIT' are in the top right. A dropdown menu is open for 'Faculty and Staff', showing 'Student and Alumni Services', 'Faculty and Staff', and 'Our Staff'. The main heading is 'RIT ID Card and Photo Submission'. Below it is a breadcrumb trail: 'RIT / Office of the Registrar / Faculty and Staff / RIT ID Card and Photo Submission'. The page is divided into two columns. The left column has links for 'Eligibility for Photo Submission', 'Photo Submission Guidelines', and 'Example Photos', along with an orange 'Submit Photo' button. The right column contains text explaining that RIT and the Office of the Registrar provide each student, faculty, staff, and alumni with a University ID card. It lists where ID cards are used (Dining Services, University Housing, Student Life Center, and the Wallace Library) and states that individuals can upload their own photo for identification. A list of locations where the photo will display is provided: Student Information System (SIS), RIT ID Card, and Starfish Early Alert.

3. Then select **Replace Current Photo**.

4. Confirm your preferred name and select **Use These Names**.

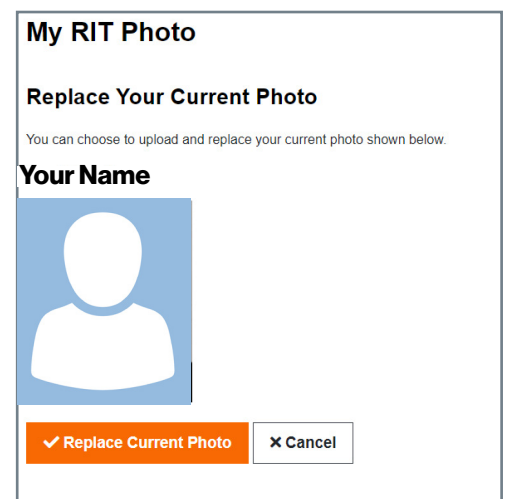
5. Click the **Upload** button and locate the image you want to use. If needed, use the rotate button to make the image upright.

6. Press the **Continue** button.

7. Crop your photo and press the **Continue** button.

8. Adjust the brightness of your photo and then press the **Continue** button.

9. Now you can view a preview of your new photo. Press the **Submit Photo** button to complete the process.



The screenshot shows the 'My RIT Photo' interface. It has a title 'My RIT Photo' and a section 'Replace Your Current Photo'. Below this is a message: 'You can choose to upload and replace your current photo shown below.' There is a label 'Your Name' above a blue placeholder image of a person. At the bottom, there are two buttons: an orange button with a checkmark and the text 'Replace Current Photo', and a white button with an 'x' and the text 'Cancel'.