

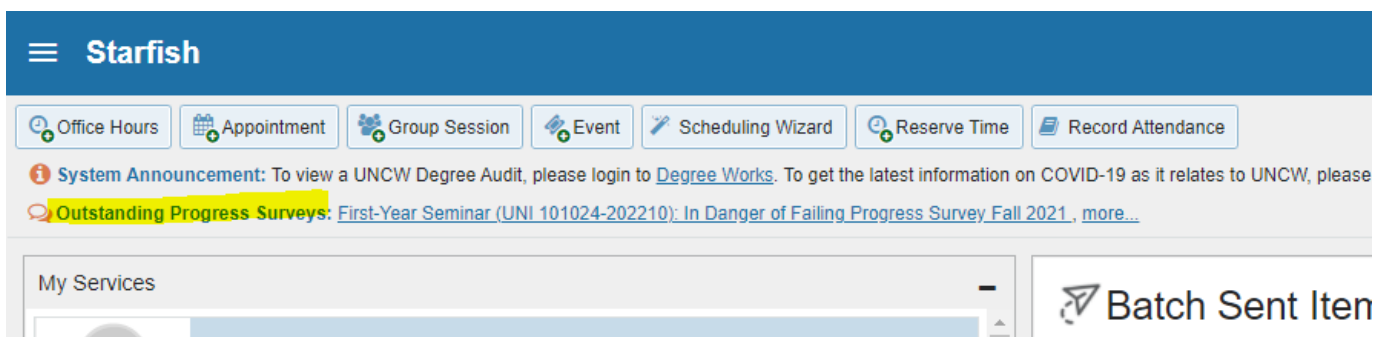
In Danger of Failing Progress Survey Resource

Questions? Email starfish@uncw.edu

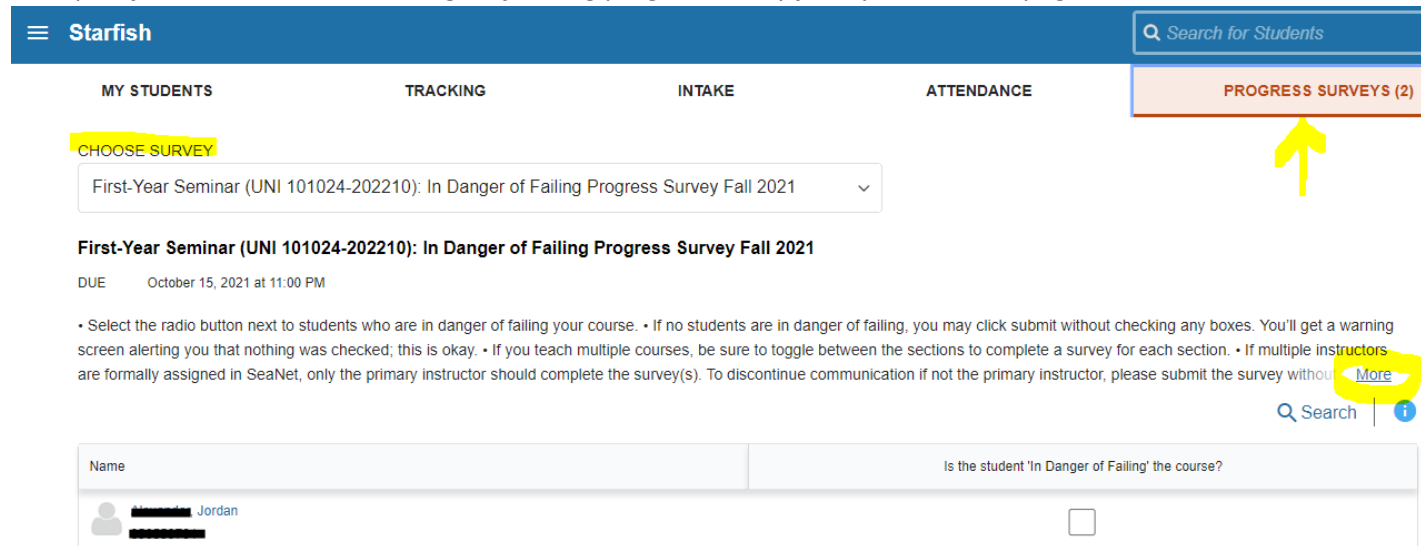
Instructions found in Starfish to instructors:

- Select the radio button next to students who are in danger of failing your course.
- If no students are in danger of failing, you may click submit without checking any boxes. You'll get a warning screen alerting you that nothing was checked; this is okay.
- If you teach multiple courses, be sure to toggle between the sections to complete a survey for each section.
- If multiple instructors are formally assigned in SeaNet, only the primary instructor should complete the survey(s). To discontinue communication if not the primary instructor, please submit the survey without any responses.
- Feel free to email starfish@uncw.edu if you have any questions.
- Thank you for participating!

*Example of how to access the In Danger of Failing progress survey from your **Home** page:*



Example of how to access the In Danger of Failing progress survey from your **Student** page:



Starfish Search for Students

MY STUDENTS TRACKING INTAKE ATTENDANCE **PROGRESS SURVEYS (2)**

CHOOSE SURVEY


First-Year Seminar (UNI 101024-202210): In Danger of Failing Progress Survey Fall 2021

First-Year Seminar (UNI 101024-202210): In Danger of Failing Progress Survey Fall 2021

DUE October 15, 2021 at 11:00 PM

• Select the radio button next to students who are in danger of failing your course. • If no students are in danger of failing, you may click submit without checking any boxes. You'll get a warning screen alerting you that nothing was checked; this is okay. • If you teach multiple courses, be sure to toggle between the sections to complete a survey for each section. • If multiple instructors are formally assigned in SeaNet, only the primary instructor should complete the survey(s). To discontinue communication if not the primary instructor, please submit the survey without **More**

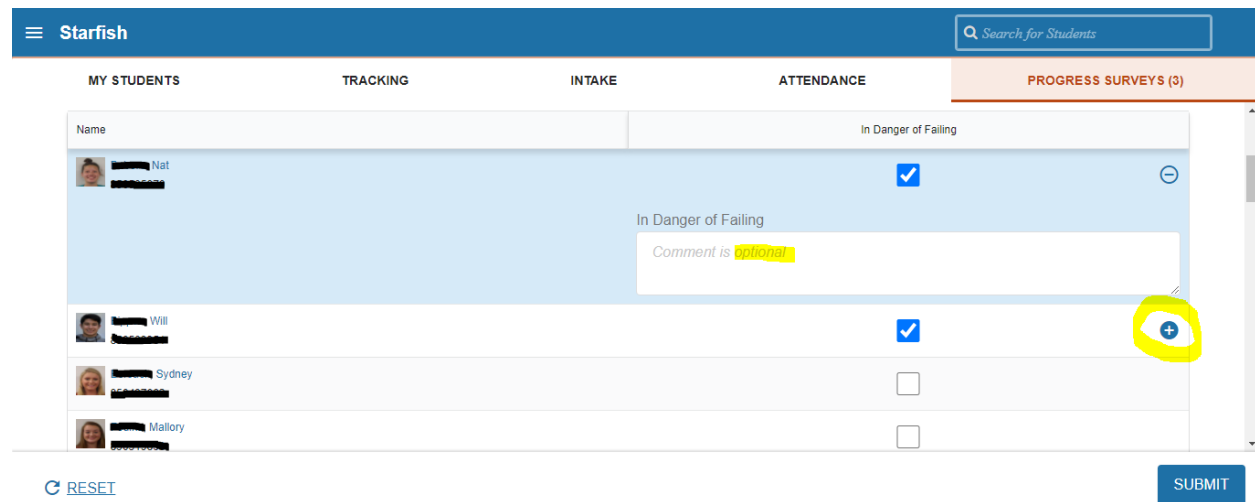
Search | 1

Name	Is the student 'In Danger of Failing' the course?
 Jordan	<input type="checkbox"/>

Things to note:





- Be sure to click 'More' (highlighted above) to view the complete set of instructions.
- You can choose which survey to complete by selecting the course from the drop-down menu (highlighted above).

Example of what the In Danger of Failing progress survey looks like:



Starfish Search for Students

MY STUDENTS TRACKING INTAKE ATTENDANCE **PROGRESS SURVEYS (3)**

Name	In Danger of Failing
 Nat	<input checked="" type="checkbox"/>
In Danger of Failing Comment is optional	
 Will	<input checked="" type="checkbox"/>
 Sydney	<input type="checkbox"/>
 Mallory	<input type="checkbox"/>

RESET SUBMIT

Things to note on the screenshot above:

- The 'In Danger of Failing' flag allows comments but does not require them.
- To add a comment, click the '+' icon on the right (highlighted above).
- **NOTE: For this survey, if you enter a comment, the student WILL NOTE see it.**
- TIP: Be sure to wait to click submit until after ALL students have been reviewed. The survey cannot be reopened once submitted. It also cannot be reopened once closed.

Are you sure you want to submit?

It may take a few hours for these items to appear on the student record. You will not be able to view or edit this survey after you submit it.

CANCEL

SUBMIT

Please note: You will not be able to view or edit this survey after you submit it. Please ensure you only hit submit after you've reviewed ALL students in the course listed on the survey.

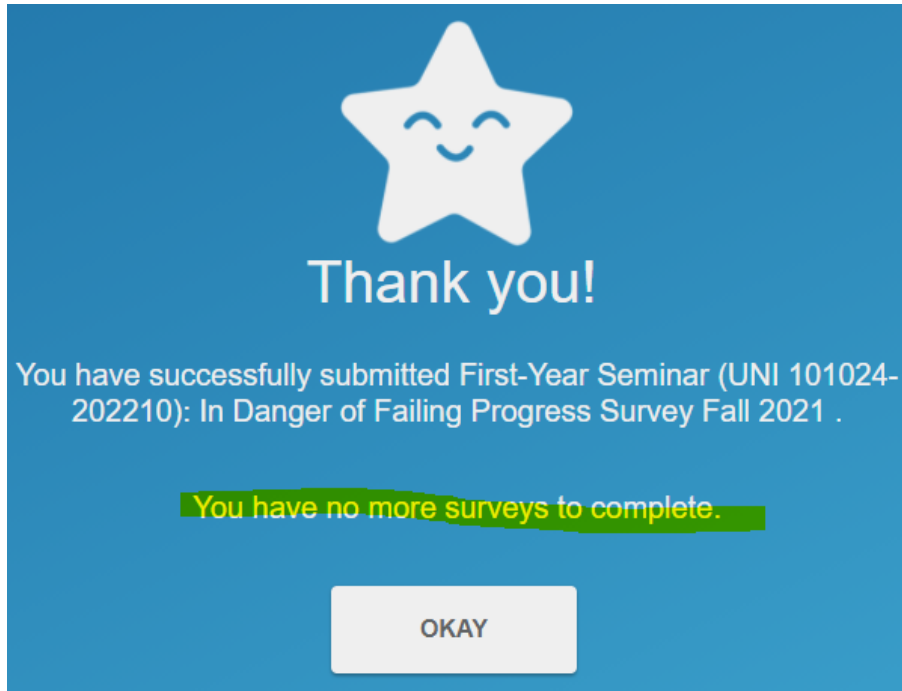


Thank you!

You have successfully submitted First-Year Seminar (UNI 101024-202210): In Danger of Failing Progress Survey Fall 2021 .

NEXT SURVEY

Note: If you teach more than one course that's included in the survey request, you will see the button to access the next survey (highlighted above). Please be sure to complete all surveys.



You'll know you've completed the survey when you see the screenshot above with the text "You have no more surveys to complete." (highlighted)

TRACKING

INTAKE

ATTENDANCE

PROGI



You have no surveys to complete at this time

You'll see this when clicking the Progress Survey tab to further confirm you've completed all surveys.

Email Message Templates for the In Danger of Failing progress survey only:

Example email **students** will receive if an instructor marks the student as 'In Danger of Failing':

★✕


From starfish@uncw.edu
Reply To starfish@uncw.edu
BCC starfishtest@uncw.edu
Subject Your Academic Progress in Introduction to Microbiology

Dear Rachel,

This is an automatically generated email from the Starfish Team. We want to let you know that your instructor indicated a concern about your academic progress in Introduction to Microbiology. Without changes in your performance, you could be in danger of failing this course. Here are some ways you can take action to improve:

1. Prioritize attending class regularly and ensure enough time is devoted to studying and preparing for class in advance of deadlines.
2. Talk with your instructor during office hours or schedule an appointment for clarification about course content, assignment criteria, or grading policies.
3. Utilize UNCW support resources like the University Learning Center, Tutoring Services, and Supplemental Instruction. *You can [login](#) to Starfish to access these services in your My Success Network.
4. Team up with other students in class who are performing well and form virtual study groups.
5. Contact your academic advisor for further support and assistance.

Sincerely,
Starfish Team


uncw.edu/starfish | starfish@uncw.edu

Example email to **instructors** when the survey deploys:

✪✕

From pesetskic@uncw.edu
Reply To starfish@uncw.edu
BCC starfishtest@uncw.edu
Subject Fall 2021, "In Danger of Failing" Survey for students

Dear Professor Maitz,

The 'In Danger of Failing' progress survey is now available in [Starfish!](#) This survey will seek information about students who are "In Danger of Failing" your course. Below are the list of courses that you teach this fall semester that are included in this survey. We ask that you take a moment to complete each survey by checking the box for any student who is "In Danger of Failing" your course. This process will only take a few minutes of your time. We will keep this survey open until: 5/10/2014 12:00 PM EDT.

When you complete the survey, **the student is notified that he/she/they are "In Danger of Failing" your course via a message template from Starfish.** The message template comes from Starfish and notes that the information provided is from you, the instructor of record. Sometimes, students are motivated to reach out to instructors to seek feedback about their grade. We will also direct students to their academic advisor for ongoing support.

Please review the "In Danger of Failing" resource document for example message templates, screenshots and tips, found here: <https://uncw.edu/starfish/documents/in-danger-of-failing-progress-survey-resource.pdf>.


Below are the list of classes that are included in this survey:

- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014

To complete the survey, please [login](#) to Starfish with your UNCW credentials. If you have no students in danger of failing, please open each survey and click submit with no information indicated on the survey. This action will stop future email reminders for this survey only, from Starfish.

Many thanks for your participation in providing information for this survey.

Sincerely,
Christine Pesetski
Assistant Provost and Director of University College


uncw.edu/starfish | starfish@uncw.edu

Example email to **instructors** reminding them to complete the survey (only sent if incomplete):

✧ ✧

From pesetskic@uncw.edu
Reply To starfish@uncw.edu
BCC starfishtest@uncw.edu
Subject Reminder: 3rd Week Survey due by 5/10/2014 12:00 PM EDT

Dear Professor Maitz,

The following "In Danger of Failing" Starfish Survey(s) expire on 5/10/2014 12:00 PM EDT:

- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014


Recently, you received an email from me via Starfish with instructions on how to submit the "In Danger of Failing" Starfish survey ([view surveys](#)). This should only take a few minutes and your responses will inform us which students to reach out to and offer support. **Note: students will receive an email from Starfish informing the student of information you enter.**

If none of your students are in danger of failing, please open each survey and click submit with no information indicated on the survey. This action will stop future email reminders for this survey only, from Starfish.

You can login to Starfish here: [login](#).
Detailed instructions regarding this survey can be found here: <https://uncw.edu/starfish/in-danger-of-failing-progress-survey-resource.pdf>.

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

Sincerely,
Christine Pesetski
Assistant Provost and Director of University College

 UNCW. STARFISH
uncw.edu/starfish | starfish@uncw.edu