

Example of what the SASS Progress Report looks like (be sure to consider all 5 columns):

Name	Attendance Concern	Missing/Late Assignments	In Danger of Failing	Outstanding Academic Performance	Additional Instructor Feedback
 Karsen ██████████	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>In Danger of Failing</p> <p>Comment is optional</p> <p>Additional Instructor Feedback</p> <p>Comment required</p>					

Things to note on the screenshot above:

- The only tracking item that requires comments is the 'Additional Instructor Feedback' flag
- To add comments to other tracking items, click the '+' icon on the right (shown is what it looks like after clicking the '+' icon).
- **NOTE: For this survey, if you enter a comment for a tracking item (EXCEPT for the 'Additional Instructor Feedback' flag), the student WILL see it. The Additional Instructor Feedback flag has the comments hidden from students.**
- You can select more than one item per student.
- 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.

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 Research Methods in Exercise S
(EXS 310800-202120): SASS Progress Report #2.

[NEXT SURVEY](#)

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



Thank you!

You have successfully submitted Measurement Evaluation in EXS (EXS 313800-202120): SASS Progress Report #2.

You have no more surveys to complete.

OKAY

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 above)

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.



Did you know?!

You can raise a tracking item (flag, to-do, referral, or kudo) on any of your students at any time in Starfish, even if they are not included in this survey. For instruction how, please access the ['Tracking Items: Raising Flags, Kudos, & Referrals'](#) document, found on the Starfish website.

Email Message Templates for the SASS Progress Report only:

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

Note: This is one of four potential flags an instructor may raise. The other flags are 'Attendance Concern,' 'Missing/Late Assignments' and the 'Additional Instructor Feedback' flag (which does **not** send the student an email).

From starfish@uncw.edu

Reply To starfish@uncw.edu

BCC starfishtest@uncw.edu

Subject Your Academic Progress in Introduction to Microbiology

Dear Rachel Lands,

This is an automatically generated email by 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 access these services in your My Success Network in Starfish or visit DePaolo Hall.*
4. Team up with other students in class who are performing well and form study groups.
5. Contact your academic advisor for further support and assistance.

Sincerely,
Starfish Team



uncw.edu/starfish | starfish@uncw.edu

Example email **students** will receive if an instructor awards them the 'Outstanding Academic Performance'

kudo:

From starfish@uncw.edu

Reply To starfish@uncw.edu

BCC starfishtest@uncw.edu

Subject Congrats! You received a Kudo at UNCW! Keep up the good work

Dear Rachel Lands,

As a student at UNCW, you have many factors competing for your time and attention. **Your hard work has not gone unnoticed!**

Professor Yasmin Gold awarded you a **Kudos** - a *congratulatory remark* - in Starfish.

Kudo: Keep up the good work

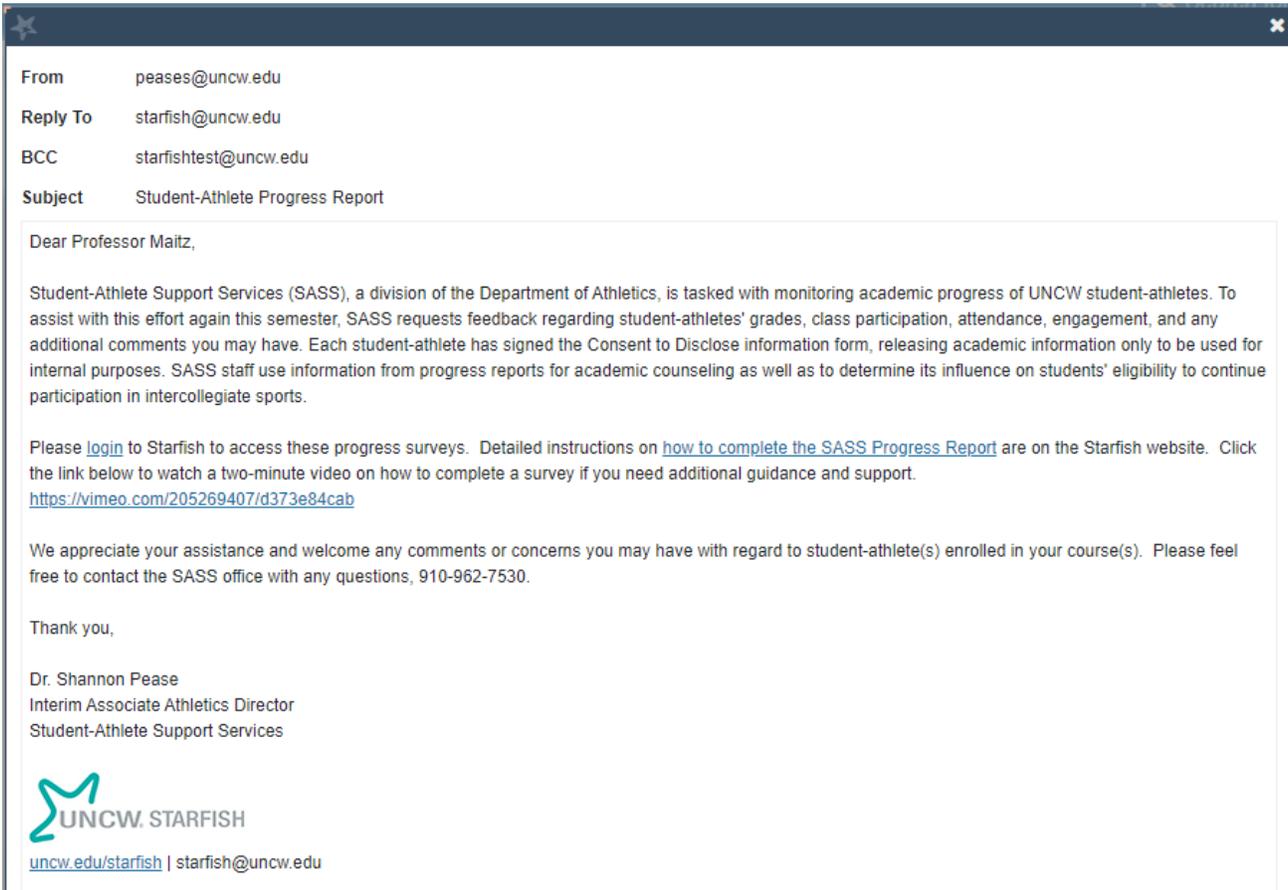
Please [login](#) to Starfish to access your Dashboard and view your Kudos count at UNCW!

To your continued success!
Starfish Team



uncw.edu/starfish | starfish@uncw.edu

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



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

