

UC Mid-Term Grading Progress Survey Resource

Questions? Email starfish@uncw.edu.

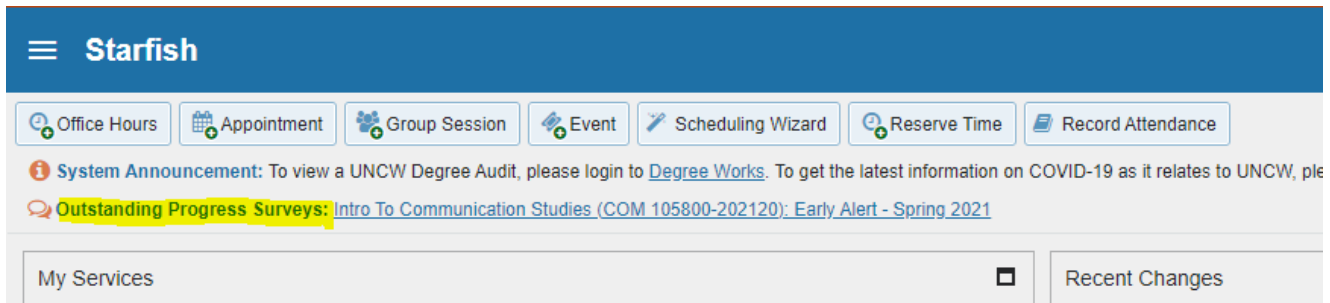
How to respond to progress surveys (in general):

<https://uncw.edu/starfish/documents/uncw-starfish-guide-completing-progress-surveys.pdf>

Instructions found in Starfish to instructors:

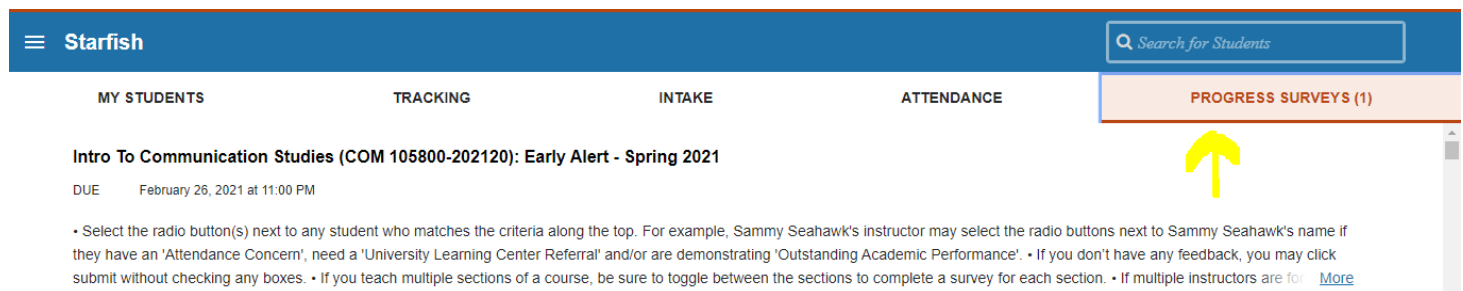
- Please enter the mid-term grade for each student listed. Be sure to check the radio button next to each student and enter the grade in the comment box. Students will be notified via email of the grade you enter. Thank you!
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- If you teach multiple sections of a course, 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.

Example of how to access the UC Mid-Term Grading progress survey from your **Home** page:



The screenshot shows the top navigation bar of the Starfish system. It features a blue header with the 'Starfish' logo and a hamburger menu icon. Below the header is a row of utility buttons: Office Hours, Appointment, Group Session, Event, Scheduling Wizard, Reserve Time, and Record Attendance. A system announcement banner is visible, followed by a link for 'Outstanding Progress Surveys' which points to a specific survey. At the bottom of the navigation area are 'My Services' and 'Recent Changes' buttons.

Example of how to access the UC Mid-Term Grading progress survey from your **Student** page:



The screenshot shows the navigation bar of the Starfish system from a student's perspective. It includes a blue header with the 'Starfish' logo and a search bar labeled 'Search for Students'. Below the header is a row of navigation tabs: MY STUDENTS, TRACKING, INTAKE, ATTENDANCE, and PROGRESS SURVEYS (1). A yellow arrow points to the 'PROGRESS SURVEYS (1)' tab. Below the tabs, the current survey is identified as 'Intro To Communication Studies (COM 105800-202120): Early Alert - Spring 2021' with a due date of 'February 26, 2021 at 11:00 PM'. A list of instructions for completing the survey is provided below the due date.

Example of what the UC Mid-Term Grading Progress Survey looks like:



Starfish Search for Students

MY STUDENTS TRACKING INTAKE ATTENDANCE **PROGRESS SURVEYS (1)**

Intro To Communication Studies (COM 105800-202120): Early Alert - Spring 2021
DUE February 26, 2021 at 11:00 PM

• Select the radio button(s) next to any student who matches the criteria along the top. For example, Sammy Seahawk's instructor may select the radio buttons next to Sammy Seahawk's name if they have an 'Attendance Concern', need a 'University Learning Center Referral' and/or are demonstrating 'Outstanding Academic Performance'. • If you don't have any feedback, you may click submit without checking any boxes. • If you teach multiple sections of a course, 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. [Less](#)

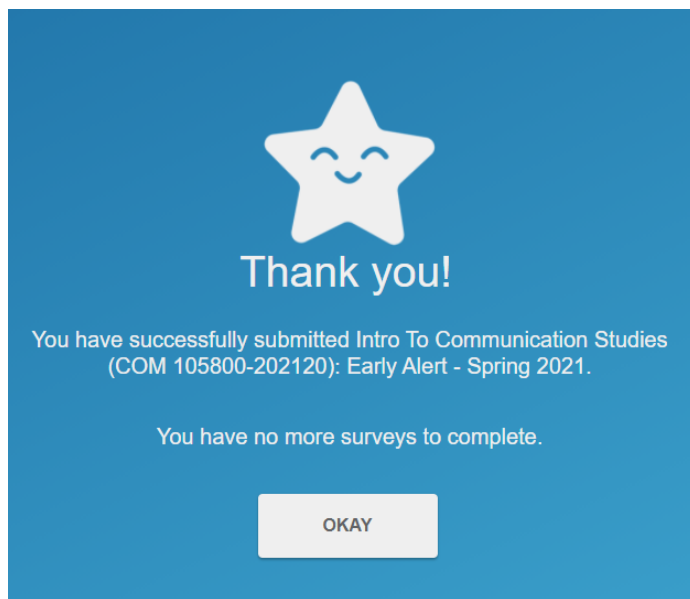
Search | i

Name	Attendance Concern	Low Quiz/Test Score	Missing/Late Assignments	University Learning Center Referral	Library Referral	Keep up the Good Work	Outstanding Academic Performance
 Julia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Brittney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[RESET](#) SUBMIT

You'll know you've completed the survey when you get the screen stating 'You have no more surveys to complete' as seen to the right. You'll also have a thumbs up on the Progress Survey tab as seen below.

Thank you!



Starfish Search for Students

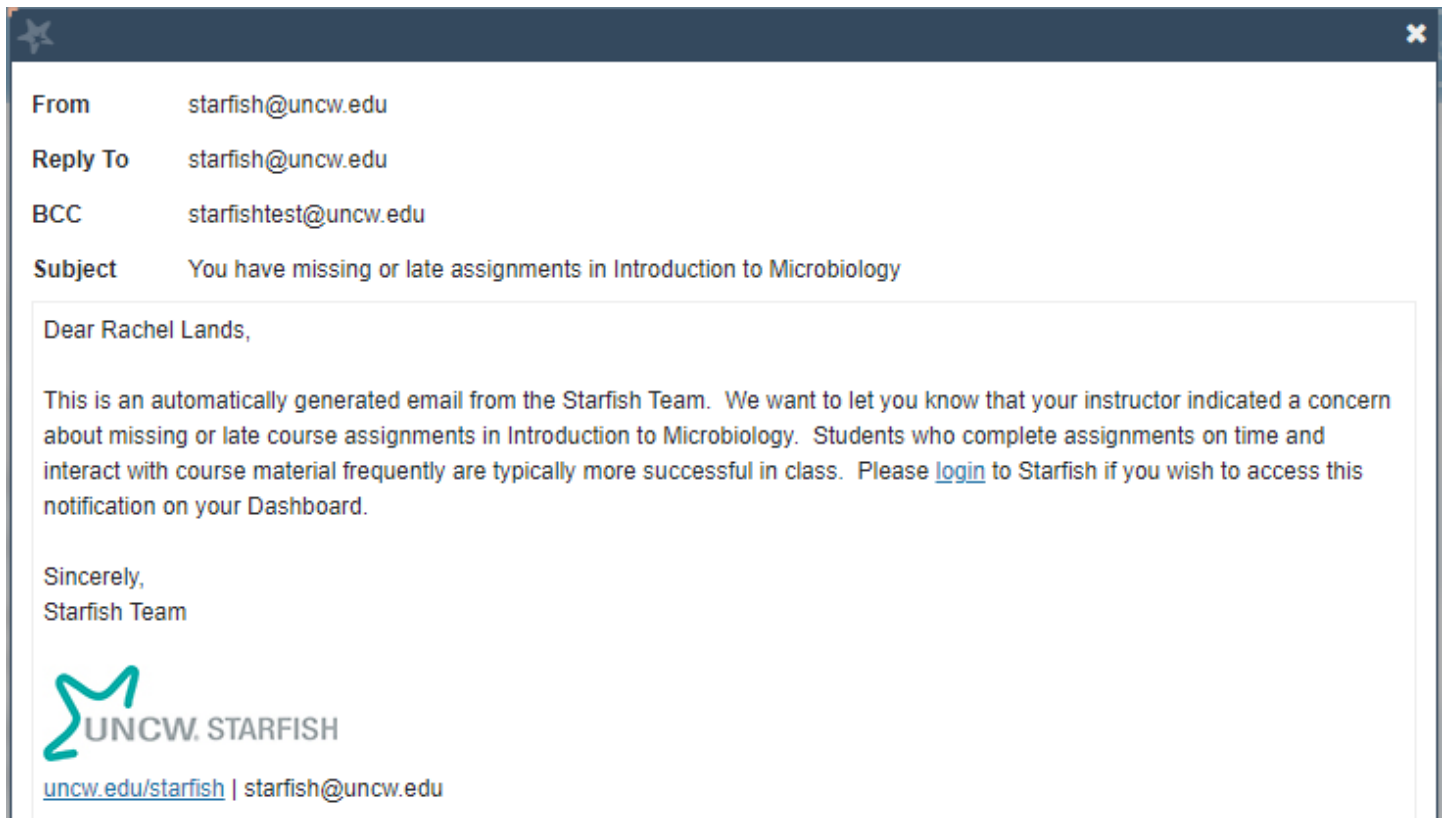
MY STUDENTS TRACKING INTAKE ATTENDANCE **PROGRESS SURVEYS**



You have no surveys to complete at this time

Email Message Templates for the UC Mid-Term Grading Progress Survey only:

Example email **students** will receive when an instructor enters the mid-term grade:



Example email to **instructors** announcing the survey:

★

From townendp@uncw.edu
Reply To starfish@uncw.edu
BCC starfishtest@uncw.edu
Subject Spring 2021, Early Alert Survey coming soon!

Good morning,

Each semester as part of UNCW's efforts to identify students who may need additional support, we ask instructors in certain courses to respond to a simple "alert" survey. The survey lets the instructor provide feedback (via Starfish) to students in your classes and at the same time notifies the student's assigned academic advisor of any concerns so they have the opportunity to follow up.

You will receive an email from me on Wednesday, February 17, 2021, providing information on how to complete the survey for any designated course(s). Once you complete the survey, which will require logging into Starfish with your UNCW ID and password, **Starfish will generate an email to any student you identify as needing support, and that student's advisor.**

Your courses for spring 2021 included in this alert survey are:


- General Biology I
- General Biology I
- General Biology II
- General Biology II

The message the student receives clearly comes from the Starfish team and notes that information was provided to Starfish by you as the instructor of record. Sometimes students will reach out to you seeking clarity regarding their academic standing as a result of your engagement with the survey. We hope the system will assist you in communicating concerns and successes with students, and will encourage them to reach out to you and academic support services if they are struggling.

Thank you for supporting students and the work you do in your teaching and research. Your caring and willingness to engage with these processes make a difference for students and those working to encourage them.

Sincerely,

Paul Townend
Associate Vice Chancellor and Dean for Undergraduate Studies

 UNCW. STARFISH

Close

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

★✕

From townendp@uncw.edu
Reply To starfish@uncw.edu
BCC starfishtest@uncw.edu
Subject Early Alert Survey in Starfish is available - Spring 2021

Dear Professor Maitz,

As we head into the heart of Spring 2021, I want to thank you for your support of students. As you well know, all of our needed academic adjustments, especially around course delivery modes, have increased academic stress and struggles for many. To better support students, we have launched the Spring 2021 Early Alert Survey in Starfish for select classes. This survey will be open until February 26, 2021.

We hope you'll be willing to complete the survey--it should only take a few minutes. When you complete the form, your feedback is shared with the student and their academic advisor. An automatically generated email from "the Starfish Team" (NOT signed by you or in your voice!) lets the student know that you provided information to Starfish. The note also encourages them to connect with faculty and their advisor to get back on track. (An example of the message template students receive can be found [here](#).)

You may hear from students who you provide feedback about as they respond and seek help in your course. We thank you for all that you do to encourage students as the semester continues.


To complete the survey, please [login](#) to Starfish. Instructions on how to complete a Progress Survey in Starfish can be found here: <https://uncw.edu/starfish/documents/uncw-starfish-guide-completing-progress-surveys.pdf>.

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

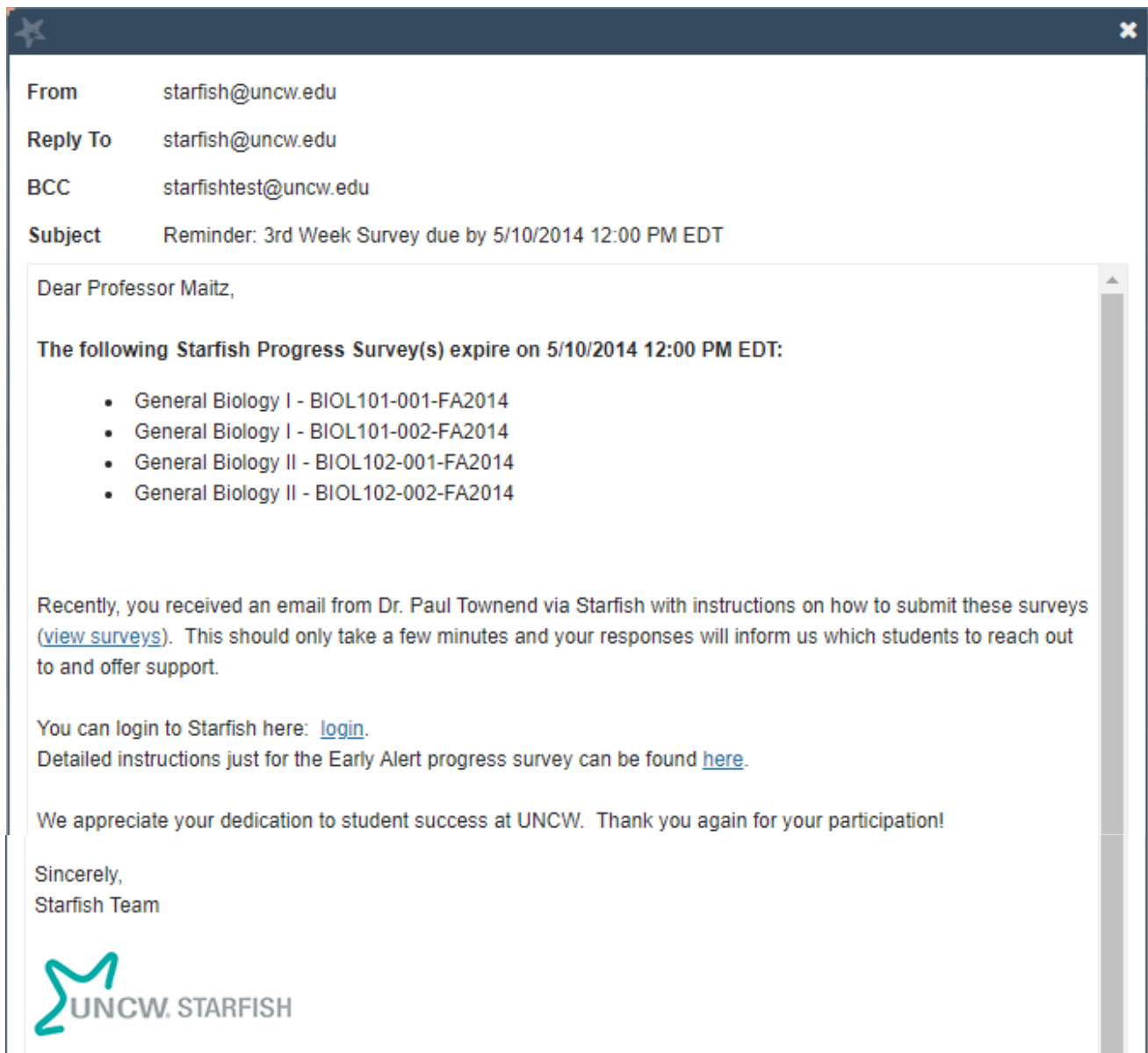
- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014

Many thanks for your participation in this important assessment and for sharing your concerns (and successes) with the student and advisor through your completion of this progress survey.

Sincerely,
Paul Townend
Associate Vice Chancellor and Dean for Undergraduate Studies



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



The image shows a screenshot of an email client window. The email header includes the following information:

- From:** starfish@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

The main body of the email contains the following text:

Dear Professor Maitz,

The following Starfish Progress 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 Dr. Paul Townend via Starfish with instructions on how to submit these surveys ([view surveys](#)). This should only take a few minutes and your responses will inform us which students to reach out to and offer support.

You can login to Starfish here: [login](#).

Detailed instructions just for the Early Alert progress survey can be found [here](#).

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

Sincerely,
Starfish Team

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