

Starfish Newsletter



WELCOME TO THE SPRING TERM

Happy New Year and welcome to Spring 2025! As we gear up for the semester starting on Monday, January 13, we're here to support you every step of the way. Whether you're a Starfish pro or just getting started, we've got plenty of tools and resources to help you make a difference for your students.



ROSTER VERIFICATION: JANUARY 16-23

Roster Verification kicks off on Thursday, January 16 @ 6 AM and closes on Wednesday, January 22 @ 11 PM.

Students will receive an email with information about the surveys the day before they launch.

Here's why it's important:

- It helps us keep student enrollment accurate and meet federal financial aid requirements.
- It ensures compliance and creates accurate records for students who've stopped attending.
- It helps us identify and connect with students who may need extra support.

Your participation is vital, and we truly appreciate you taking a moment to complete this process. Together, we're making sure every student gets the support they need!

PROGRESS SURVEYS COMING SOON

Progress Surveys are back starting Wednesday, February 5 @ 6 AM, and will close on Wednesday, February 12 @ 11 PM. These surveys are a powerful way to provide **feedback to all students**, recognize those excelling, and connect those who need extra support with the resources they need to succeed.

Students will receive an email with information about the surveys the day before they launch.

Why They Matter:

- **Early Intervention:** Identify students needing academic or personal support before midterms.
- **Progress Surveys serve as an additional layer of Roster Verification, especially for reporting last dates of attendance, ensuring compliance with federal financial aid requirements.**
- **Collaboration:** Generate reports for departments like Athletics, Greek Life, and OSD to ensure coordinated support.

Your involvement ensures students stay on track and have the tools they need to succeed.

In this newsletter you can expect:

Welcome Spring Term

Roster Verification

Progress Surveys

Office Hours and Calendar Snyc Reminders

Using Starfish for Attendance

Supporting Students with Their Success Plans

Student Support Services

Workshops

Help

OFFICE HOURS AND CALENDAR SYNCING REMINDERS

Add or update your office hours in Starfish to allow students to make appointments directly with you if you haven't already:

- Ensure your Starfish and Outlook calendars are **synced** to prevent double-bookings.
- Set an **end date** for your office hours to avoid overlapping schedules into the next term.

For assistance, use our [One-Page Handout](#) to set up office hours.

USING STARFISH FOR ATTENDANCE

Starfish makes it easy to track attendance and connect students with the resources they need to succeed.

Here's how Starfish attendance works:

- **Automatic Alerts:** Students who miss three or more classes are flagged and notified, encouraging them to take steps to get back on track.
- **Supportive Outreach:** Flagged students receive emails about the importance of attendance, along with resources like Success Coaches, tutoring, and academic support.
- **"Raise Your Hand"** Feature: Students can use Starfish to ask for help or address academic concerns.

Resources for Faculty:

- Recording & Editing Attendance: [How-To Guide](#)

Tracking attendance in Starfish helps you maintain accurate records while connecting students with the support they need.

UNIVERSITY SUCCESS PLANS: SUPPORTING STUDENT SUCCESS

To help students get organized and ready for the semester, University Success Plans were emailed to them on January 8. These plans are checklists designed to guide students through important tasks and resources to support their academic journey.

Faculty can find these plans in each student's Starfish folder under the "Success Plans" link. The plans include actionable tips, such as:

- Completing financial aid steps.
- Finding tutoring or writing support.
- Setting up their Starfish profile and learning how to ask for help.
- Setting up FERPA proxy access: Students can follow the link in their plans to visit our website for detailed instructions.

Encouraging students to review their success plans is a simple way to ensure they stay on track and make the most of resources as they begin the semester.

STUDENT SUPPORT SERVICES

Direct students to important resources they need to succeed.

Tutoring/Writing Support & Tutor.com: Direct students to their Starfish homepage and click **courses** for support options.

Making Appointments: Help students help themselves. [Appointment Guide](#)

WORKSHOPS THIS MONTH

Stay informed and enhance your skills with our workshops: [Workshop Link](#)

WE'RE HERE TO HELP

If you have any questions or need help with Starfish features, don't hesitate to reach out to us at starfish@pennwest.edu. We're here to support you as we work together to enhance student success.