



Starfish Activities

Fall 2020 Semester Timeline



August 24–December 13, 2020

This Timeline is for: Faculty Teaching Dual Credit / “S” Section Courses

Activity	Dates	Role	Description
1	Aug. 24 - Sept. 4	Student	Activate – Student emails and update Starfish profiles
2	Aug. 24 - Sept. 4	Faculty	Create/update – Faculty update Starfish profiles and office hours, including location
3	Aug. 26 – Sept. 1	Faculty	Verify – First- Week Attendance Verification
4	Sept. 2 – Sept. 9	Faculty	Clear Flags - Attendance Verification
5	Sept. 14 – Oct. 2	Faculty	Progress Survey – Submit 1 st Survey (Wks. 4-6)
6	Oct. 26 – Nov. 6	Faculty	Progress Survey – Submit 2 nd Survey (Wks. 10-11)

***NOTE:** Starfish will be available to faculty throughout the semester.

Activity 1: During the first two weeks: Faculty will encourage students to participate in the Starfish Assignment. Student instructions will be provided for the following: how to activate their Jagmail, update their Starfish profiles, and use the “raise your hand” icon in the Starfish portal.

Activity 2: During the first two weeks: Faculty will create and/or update their Starfish profile, which includes their office hours, campus location, and office number.

Activity 3: During week 1 of the semester: Faculty will verify the First Week Attendance (**STC Dual Credit Programs Attendance Verification Survey**) using Starfish.

Activity 4: During week 2 of the semester: Faculty will revisit the attendance roster verification flags to clear flags for any students who are now attending class and clear any “Raised Hand” flags.

Activity 5: During weeks 4-6 of the semester: The Dual Credit Progress survey will be launched. Faculty will be prompted to **submit numeric averages for each student**, to raise flags for students who are “in danger of failing” or who have “attendance issues”.

Activity 5: During weeks 10-11 of the semester: The Dual Credit Progress survey will be launched. Faculty will be prompted to **submit numeric averages for each student**, to raise flags for students who are “in danger of failing” or who have “attendance issues”. In addition, if the previous flags raised during weeks 4-6 have been addressed, please use this opportunity to clear those flags.

*Please refer to the Starfish webpage for instructions, under the [Academic Affairs webpage](#).