



Starfish Faculty Progress Survey Guide:

Starfish allows West Valley to identify, track, and engage students with a support network and resources that are aligned to their specific needs. The Progress Survey process allows Faculty to provide feedback to students and initiate referrals to counseling and tutoring for support services.

Completing Progress Surveys

1. Login to [Starfish](#) or launch Starfish from the Employee Portal.
2. At the top of the Starfish Home page, faculty will see a link to select for Outstanding Progress Surveys. Alternately, faculty can:
 - Click on the main navigation () in the upper left corner of the screen.
 - Select the option for Students.
 - Select the tab for Progress Surveys
3. Select the Course Survey (if there are multiple courses) from the dropdown menu.
4. For each student choose a desired Kudos, Flag or Referral. Note some notifications will require faculty comments to be included before the survey can be submitted - see descriptions below for additional details. It's important to include a comment for every referral, as they will be assigned to different individual student support network. Additionally, students receive email notifications for all kudos, flags, and referrals.
5. Starfish will automatically save your changes, so you can work on surveys over time.
6. Click submit when your survey is complete. You will NOT be able to re-access the survey once it has been submitted.
7. Once submitted, students and the WVC support teams (for referrals) will receive notifications.

When a student...	You can use Starfish for...	To say to the student...
Deserves positive recognition	Kudos	<p>Use the 'Kudos' option to encourage students to continue to work towards improvement. Additional comments optional.</p> <p>Use the 'Flag' option to customize your Kudo as you see fit. Additional comment required.</p> <p>Use the 'Referral' option to note that says you do not have concerns regarding the student but provides support/resource information. Additional comments optional.</p>

Is struggling with their



It is IMPORTANT to note that before sending a Flag, the faculty should communicate with the student (in person or

to see any flags in

not be required to take any action. If WVC support is needed, a Referral can

follow up with the faculty initiator.

What the students will see from Starfish will be notified by Starfish through email of their

Progress Survey

SUBJECT LINE OF EMAIL [Starfish] Kudos! Keep up the good work in <<course name>>

Message Dear [Student First Name],

Your instructor, [Instructor Name], has shared "Keep up the good work in your class. You are making strong progress toward your academic goals in <<course name>>.

Your instructor may have left the following comments here: [Raise Notes]

In Starfish, you can explore and connect with resources through your Support Network. Alternately, you can use the feature "I need help" on your Starfish Dashboard should you need to reach out for assistance.

Wishing you a successful semester,

Your WVC Support Network



SUBJECT LINE OF EMAIL



SUBJECT LINE OF EMAIL [Starfish] Counseling Referral: Significant Academic Concern in <<course name>>

MessageDear [Student First Name],

There is a Significant Academic Concern in <<course name>>. We know that there are many challenges and barriers that may make it difficult to be successful in a course. But you are not alone! Your instructor and counselors are here to direct you to available resources and help you make the necessary changes to improve your grade.

Your instructor, [Instructor Name] in <<course name>> has provided the following comment:

[custom message].

It is not too late to turn things around if you act quickly. Please reach out to your instructor. Your instructor has referred you to Counseling Services, please look for their efforts to reach out to you in your wvm.wvmmail, and respond!

You can proactively reach out to those assigned to support you by going to your Success Network in Starfish.

Wishing you a successful semester,

Your WVC Support Network

SUBJECT LINE OF EMAIL [Starfish] Tutoring Referral: Significant Academic Concern in <<course name>>

MessageDear [Student First Name],

There is a Significant Academic Concern in <<course name>>. We know that there are many challenges and barriers that may make it difficult to be successful in a course. But you are not alone! Your instructor and the Success Center are here to direct you to available resources and help you make the necessary changes to improve your grade.

Your instructor, [Instructor Name] in <<course name>> has provided the following comment:

[custom message].