



## Starfish Information

### No Show Surveys

No Show Surveys are administered for all full term and 8-week term Resident Instruction and Online courses. This reporting is required to adjust enrollment and to meet compliance for Student Federal Title IV Financial Aid and university finances.

ALL Faculty will report any students *lacking participation* with the No Show Warning and No Show Drop Confirmation surveys in Starfish.

*Student Participation* is defined as attendance in class (physical or zoom), submitting an assignment, student activity in Blackboard or direct contact by email, phone or in person indicating intent to participate in the class. Faculty should ensure the students are aware that activity is required in every class, especially prior to the DROP date. Occasionally, a DROP is reported in error – this No Show flag can be cleared by the faculty member in Starfish prior to the DROP. Students DROPPED from a course for non-participation and needing to re-enroll for any reason would be a late-add, processed through the Registrar's Office.

### Academic Progress Surveys

Student academic performance progress surveys will be administered by the schedule posted on the Starfish Faculty Webpage. This schedule is provided prior to the semester so faculty may determine what student work will impact their reporting of student performance.

### Kudos, Flags and Referrals

Faculty and staff may raise kudos or flags and assign referrals for students manually at any point in the semester separate from the surveys. This is crucial to communicate with students and campus support personnel for supporting student success.

### Office hours and student appointments

Starfish will facilitate student scheduling of appointments for office hours if faculty/staff have set this up in Starfish. Students will receive Starfish reminders for such appointments. Faculty or staff will be notified if students cancel an appointment in Starfish.

### Communication: Email Messages or Notes

Students may be emailed individually or by course sections, list of advisees, majors or organizations from within Starfish. Please contact [csup\\_starfish@csupueblo.edu](mailto:csup_starfish@csupueblo.edu) for good practice to reach your intended audience.

**Questions?** Please direct to [csup\\_starfish@csupueblo.edu](mailto:csup_starfish@csupueblo.edu)