

CSU Pueblo Starfish Info for Spring 2020

No Show surveys

No Show surveys will be administered for all RI and Online courses, including full term, spring A 8wk, spring B 8wk, and spring G 16wk with Extended Studies. This reporting is required to adjust enrollment and to meet compliance for student title IV financial aid and university finances.

Faculty will report any students lacking participation during the course period prior to Warning or DROP dates.

Participation is defined as attendance in class (physical or zoom), submitting an assignment, student activity in Blackboard course, or direct contact by email indicating intent to participate in the class. Faculty should ensure the students are aware that activity is required in every class 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.

Videos are posted with directions for [survey completion](#) and [flag clearing](#).

Academic Progress Surveys

Student academic performance progress surveys will be administered by the schedule posted on the [Starfish faculty webpage](#). This is provided prior to the semester so faculty may determine what student work will inform their performance reporting.

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 helps to communicate to students and campus support personnel for supporting student success.

Office hours and student appointments

Starfish will facilitate student scheduling of appointments if available office hours for this purpose are entered. Students will receive Starfish reminders for such appointments. Faculty or staff will be notified if students cancel an appointment in Starfish. A video is posted to demonstrate how [to set up office hours](#) in Starfish and link to campus Outlook calendar to avoid double bookings.

Communication: Email Messages or Notes

Students may be emailed individually or by course sections, or list of advisees, majors or organizations from within Starfish. Those students who have opted into texting in Starfish will receive notice through that route as well.

Questions? Please direct to Starfish@csupueblo.edu