



Faculty Training Session + Progress Surveys
Friday, February 5, 2021

***In the Chat**, input First Name, Last Name, Department, Classification and Email to receive the Starfish Early Alert Training PowerPoint, Training Guide for Faculty and additional resources.

Meet your Starfish Trainers



Renee Coffin
Sr. Admin. Assistant
To Sr. Dean Howard Willis

Starfish Project Scribe
Lead Configuration
Starfish Function Team

Starfish Trainer



Jessenia Cota
Counseling Services
Specialist

Starfish Admin
Lead Configuration
Starfish Function Team

Starfish Trainer

What, Why & Benefits of Starfish Early Alert

What is Starfish?

- A retention tool that **Napa Valley College** will utilize to improve student success, including retention and graduation rates.
- A **collaborative effort** between the campus staff, faculty and administrators (Student Success Networks) to ensure student success and persistence.



**Just some of the features of Phase 1 for NVC - Spring 2021.*

What, Why & Benefits of Starfish Early Alert

- High number of students on Academic Probation and Dismissal
 - Special Emphasis on Probation 1 Students (Academic and/or Progress)
- BP/AP Policy on Academic Probation and Dismissal
- CCC Best Practices and Models
 - Los Medanos, Contra Costa, El Camino, Bakersfield, Crafton Hills
 - Explored and reviewed SARS Early Alert and Starfish Early Alert



What, Why & Benefits of Starfish Early Alert

1. Access useful information on your students on one screen (Canvas Integration)
2. Quickly provide feedback on students and help connect them with services
3. Stay informed on a student through the Referral process, “Closing the Loop”
4. Provide positive reinforcement of successful behaviors
5. Communicate with students individually or in groups
6. No more paper Mid-Term Evaluations! All electronic process through Starfish



Starfish Training Agenda

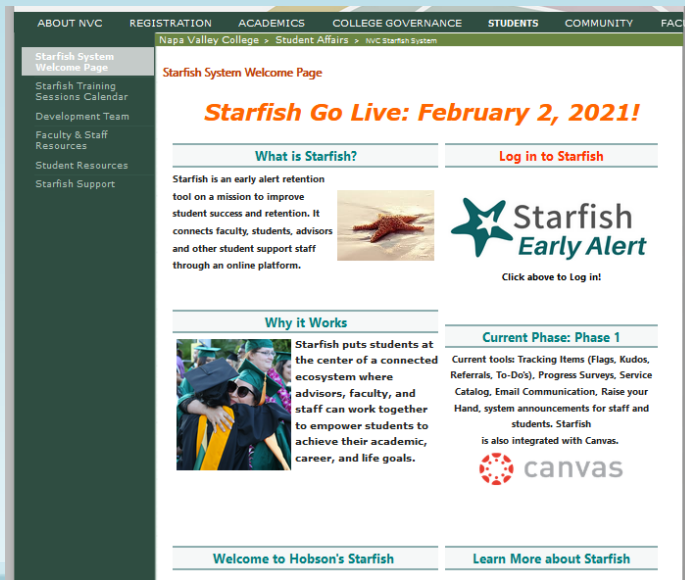
- Logging into Starfish
- Setup your Starfish Profile & Notification Settings
- View your Homepage (i.e. Dashboard)
- Viewing your Student Lists (i.e. My Students)
- Raise a Flag, Kudo, To-Dos, and/or Referrals
- Tracking Items & Closing the Loop (a.k.a. Resolve)
- Progress Survey (Mid-Term) (*Early March*)
- Catalog Services
- Starfish Help & Resources
- Upcoming Training Sessions
- Q&A



Where and How- To Login to Starfish Single Sign On > NVC Credentials

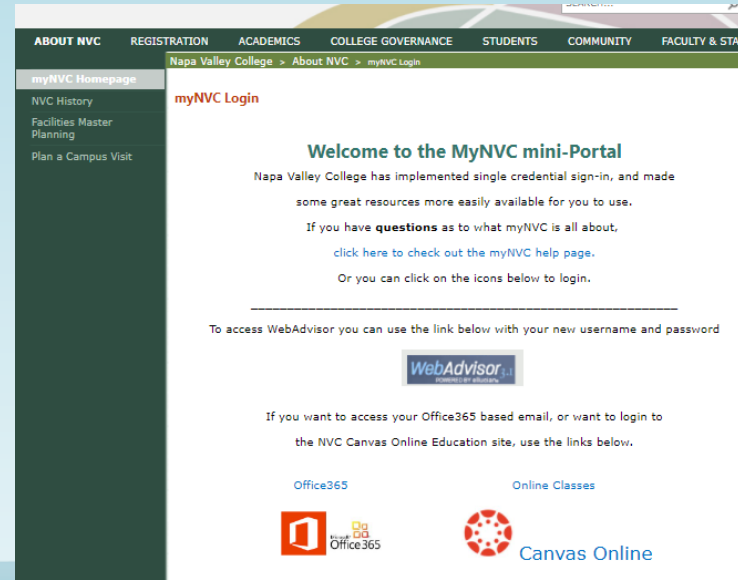
We are LIVE!

Starfish Webpage



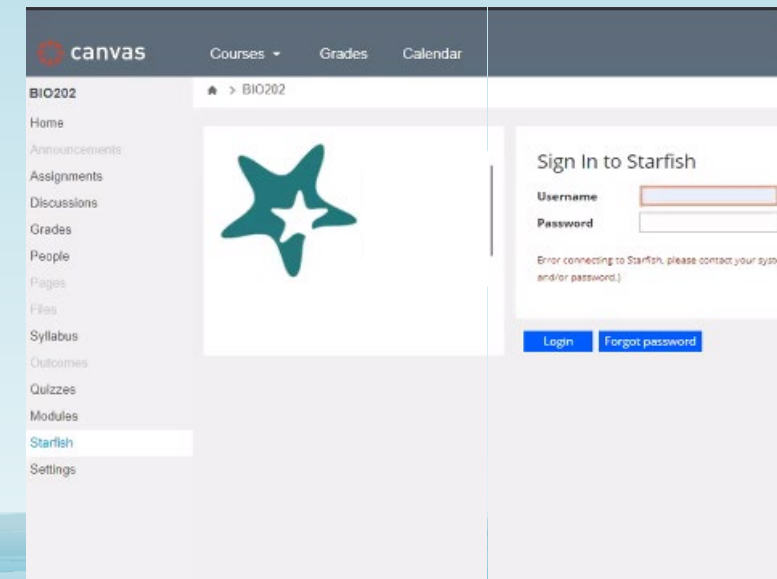
The screenshot shows the Starfish System Welcome Page. The header includes navigation links: ABOUT NVC, REGISTRATION, ACADEMICS, COLLEGE GOVERNANCE, STUDENTS, COMMUNITY, FACULTY & STAFF. The main content area features a large orange banner that reads "Starfish Go Live: February 2, 2021!". Below this, there are sections for "What is Starfish?" and "Why it Works". The "What is Starfish?" section includes a description of the tool and a "Log in to Starfish" button. The "Why it Works" section includes a photo of students and a description of the ecosystem. At the bottom, there are links for "Welcome to Hobson's Starfish" and "Learn More about Starfish".

myNVC Webpage



The screenshot shows the myNVC Login page. The header includes navigation links: ABOUT NVC, REGISTRATION, ACADEMICS, COLLEGE GOVERNANCE, STUDENTS, COMMUNITY, FACULTY & STAFF. The main content area features a "myNVC Login" section with a "Welcome to the MyNVC mini-Portal" message. Below this, there is a "WebAdvisor" logo and a "Canvas Online" logo. At the bottom, there are links for "Office365" and "Online Classes".

Canvas Integration (Instructional Faculty only)



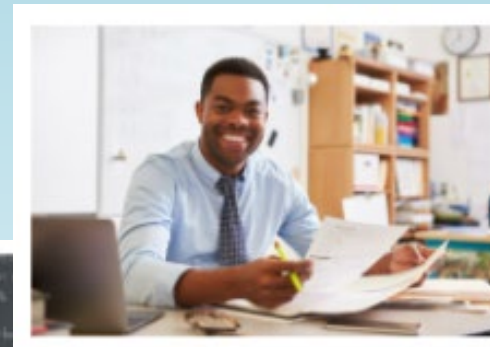
The screenshot shows the Canvas LMS interface. The header includes navigation links: Courses, Grades, Calendar. The main content area features a "Sign In to Starfish" form with fields for "Username" and "Password". Below the form, there are "Login" and "Forgot password" buttons. The left sidebar includes a list of navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Starfish, and Settings.

www.napavalley.edu/starfish www.napavalley.edu/myNVC



Let's Starfish!

Disclaimer: Student Information will be viewed during Training Session.



Faculty Perspective

Current Process: Mid-Term Evaluations via Paper

Support Programs: (*EOPS/CARE, CalWORKS, SSS TRIO, MESA, Umoja, Puente, Athletics*)

NAPA VALLEY COLLEGE
SSS (Student Support Services) Semester: 19/FA

Student Name: _____
Colleague ID: _____
Course Name & Section: MATH-120-71794 Instructor Name : _____

1. HOW IS THE STUDENT PERFORMING IN YOUR CLASS?
 90% Very Well 80% Well 70% Average 60% Below Average 50% Poorly
 Not enrolled in course Withdrew from course Dropped from course

2. DOES STUDENT PARTICIPATE IN CLASS?
 Yes, student participates No, student does not participate
 Online Course: yes, participates Online Course: no, does not participate
 I'm not sure if student is participating Student not enrolled in course

3. HOW IS THE STUDENTS' ATTENDANCE?
 Attending class Met absence limit Too many absences
 Tardiness Not attending class Dropped from Course

4. DO YOU RECOMMEND THAT THE STUDENT SEEK: (Check all that apply)
 Tutorial Help Writing Center Math Lab
 Meeting with Instructor Utilize Office Hours
 Referral for Learning Accommodations Recommend student to withdraw

COMMENTS: _____

Instructor's Initials: _____ Date: _____

Process:

- Admins update/maintain programs' student lists
- Request to IT Support to run the Mid-Term Evals
- Request 500+ pages of Mid-Term Evals to Print Shop
- Sort & package Eval Forms w/ coverletter into Inter-Office Envelopes and labeled/sent to Faculty
- Faculty completes and sends back via Inter-Office Mail
- Support Program Staff review Mid-Term Evals and reach out to their program students

Progress Surveys...continued

'i' - Information Button

College Success (COUN-100-71476_20/FA): Copy of 4th Week Progress Survey, Fall 2020 (4)

SAVED October 12, 2020 at 10:22 AM

DUE October 30, 2020 at 1:00 AM

Please submit feedback and comments for every student as needed. Your feedback and comments are on "auto-save". If you are unable to complete at this time, you can return to the Progress Survey's tab to finish providing feedback/comments. Once you have "checked" all Tracking Items per student, click the "Submit" button. Note: You can only submit once.

Search



Name	You Are Off To A Great Start	Great Participation in Class	Showing Academic Improvement	Attendance Concern	Lack of Participation	Missing/Late Assignments	Low Quiz/Test Scores	In Danger of Failing

TIP!
Click on the Information button to learn more about the specific items on the survey and when to use them. The **Column Headers drawer** will open to display descriptions of each item included in the survey.

Progress Surveys...continued

Tracking Item Enabled > “+” Icon > Add Comments

Starfish Search for Students




MY STUDENTS TRACKING **PROGRESS SURVEYS (1)**


College Success (COUN-100-75080_20/FA): 4th Week Progress Survey, Fall 2020 (2)

SAVED August 18, 2020 at 7:26 AM
DUE August 19, 2020 at 12:00 AM

Please submit feedback and comments for every student as needed. Your feedback and comments are on "auto-save". If you are unable to complete at this time, you can return to the Progress Survey's tab to finish providing feedback/comments. Once you have "checked" all Tracking Items per student, click the "Submit" button. Note: You can only submit once.

Search | ⓘ

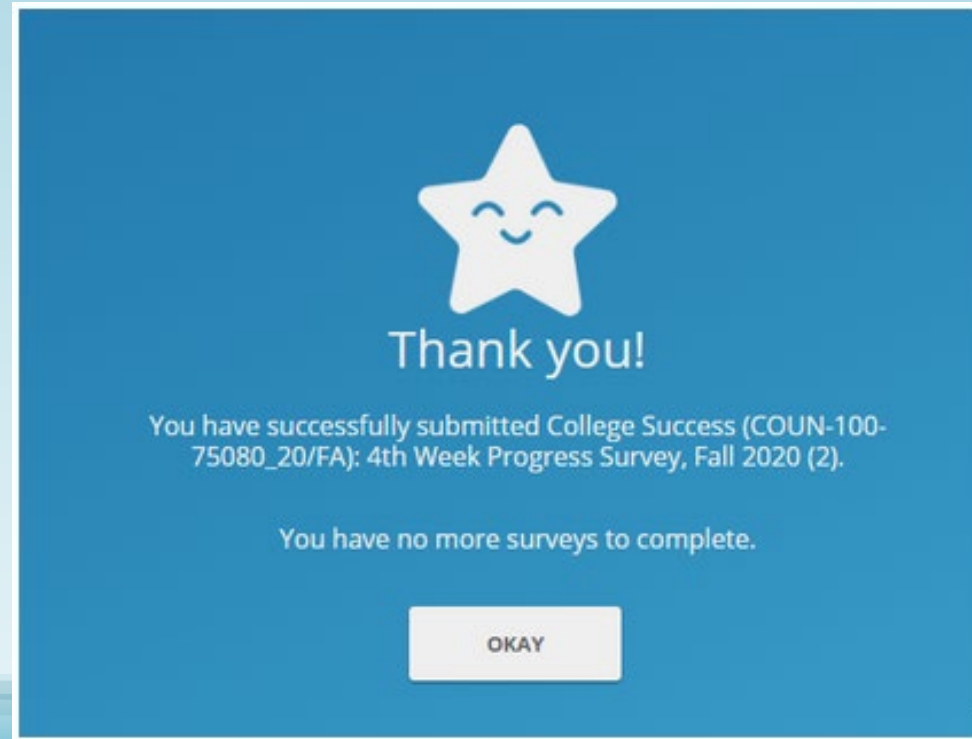
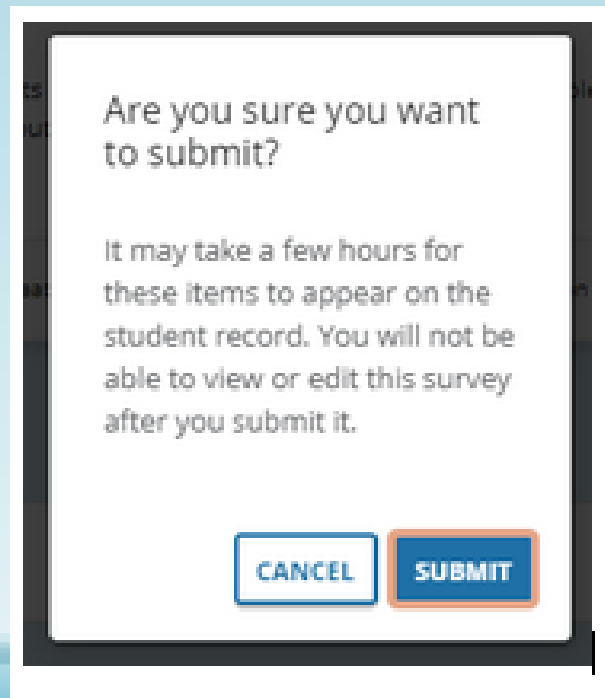
Name	You Are Off To A Great Start	Showing Academic Improvement	Great Participation in Class	Lack of Participation	Missing/Late Assignments	Low Quiz/Test Scores	In Danger of Failing
	<input checked="" type="checkbox"/> 	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>You Are Off To A Great Start</p> <p>Student is doing very well in the course.</p> <p>Great Participation in Class</p> <p>Student actively participates in class.</p>							



Progress Surveys...continued

Submitting your Progress Survey

TIP! Progress Surveys are on **'auto-save'**. If you are not done with completing your Progress Survey, you can log out of Starfish and return to the Progress Survey tab at a later time to complete.



***IMPORTANT:** When you have finished providing feedback, select **Submit** to complete the survey. You will be **unable** to re-access or edit the survey once submitted.

Progress Surveys Timeline

8th Week Mid-Term Progress Survey (Early March)

NVC Email Notification & Alert Icon in Starfish



March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Mid-Term Progress Survey Timeline

Announcement: March 3

Deployment: March 8

Reminder: March 17

Survey Closes: March 25

Notification to Program Counselors: March 26

Student Follow-up: March 29 – April 9

Last day drop with a “W”: April 9th

Starfish Early Alert Webpage

In-depth Look for Resources & Help

The screenshot shows the Starfish System Welcome Page. At the top, there is a navigation menu with links for ABOUT NVC, REGISTRATION, ACADEMICS, COLLEGE GOVERNANCE, STUDENTS, COMMUNITY, and FACULTY. Below this is a breadcrumb trail: Napa Valley College > Student Affairs > NVC Starfish System. The main content area is titled "Starfish System Welcome Page" and features a large orange heading: "Starfish Go Live: February 2, 2021!".

On the left side, there is a dark green sidebar with a list of links: Starfish System Welcome Page, Starfish Training Sessions Calendar, Development Team, Faculty & Staff Resources, Student Resources, and Starfish Support.

The main content area is divided into several sections:

- What is Starfish?**: A section with a heading and a paragraph: "Starfish is an early alert retention tool on a mission to improve student success and retention. It connects faculty, students, advisors and other student support staff through an online platform." To the right of this text is an image of a starfish.
- Log in to Starfish**: A button with a red outline and text.
- Why it Works**: A section with a heading and a paragraph: "Starfish puts students at the center of a connected ecosystem where advisors, faculty, and staff can work together to empower students to achieve their academic, career, and life goals." To the left of this text is an image of graduates in caps and gowns.
- Current Phase: Phase 1**: A section with a heading and a paragraph: "Current tools: Tracking Items (Flags, Kudos, Referrals, To-Do's), Progress Surveys, Service Catalog, Email Communication, Raise your Hand, system announcements for staff and students. Starfish is also integrated with Canvas." Below this text is the Canvas logo.
- Welcome to Hobson's Starfish**: A button with a blue outline and text.
- Learn More about Starfish**: A button with a blue outline and text.

www.napavalley.edu/starfish

Upcoming Training Sessions



Starfish 'Training Session Calendar Tab'
on Webpage:

www.napavalley.edu/starfish

*Welcome to attend other Training Sessions to get a different perspective, including the Student Trainings.

NAPA VALLEY COLLEGE

Starfish Early Alert

Training session: by Starfish Role
Attend a training session that is convenient for you

INSTRUCTIONAL FACULTY

- Wednesday Feb. 3rd 12:30pm - 1:30pm
- Friday Feb. 5th 1:00pm - 2:30pm
- Monday Feb. 8th 12:30pm - 1:30pm
- Wednesday Feb. 10th 12:30pm - 1:30pm
- Friday Feb. 12th 12:30pm - 1:30pm

COUNSELORS & SUPPORT PROGRAM COUNSELORS

- Thursday Feb. 4th 12:30pm - 1:30pm
- Thursday Feb. 11th 12:30pm - 1:30pm
- Thursday Feb. 4th 12:30pm - 1:30pm

SUPPORT PROGRAM ADMIN ASSISTANTS

- Friday Feb. 5th 10:00am - 11:00am

GENERAL COUNSELING SUPPORT STAFF

- Monday Feb. 8th 10:00am - 11:00am

HOW TO COMPLETE PROGRESS SURVEYS

- Friday Feb. 5th 1:00pm - 2:30pm
- Monday Feb. 22nd 12:30pm - 1:30pm
- Tuesday Feb. 23rd 12:30pm - 1:30pm
- Wednesday Feb. 24th 12:30pm - 1:30pm
- Thursday Feb. 25th 12:30pm - 1:30pm

OPEN LABS Open for all Phase One Starfish Features
Includes: Raising Kudos, To-Do's, & Flags, Closing the Loop, Progress Surveys, etc.

- Friday Feb 12th 10:00am - 11:30am
- Monday Feb 15th 12:30pm - 2:00pm
- Thursday Feb 18th 12:30pm - 2:00pm
- Friday Feb. 19th 10:00am - 12:00pm
- Friday Feb. 19th 1:00pm - 2:30pm
- Tuesday Feb. 23rd 3:00pm - 4:00pm
- Wednesday Feb. 24th 3:00pm - 4:00pm
- Friday Feb. 26th 10:00am - 12:00pm

To register click here or visit the Starfish webpage: <https://www.napavalley.edu/starfish>

Questions ? Email us: Starfish@napavalley.edu



Questions, Inquiries &
Answers

Email: Starfish@napavalley.edu



Keep in mind Starfish is new to Napa Valley College and we will be learning to “Starfish” together.