Starfish Activities
Spring 2018 Semester Timeline
January 16 – May 10, 2018

This Timeline is for: Lecturers, Adjunct, and Full-Time Faculty.

Activity	Dates	Role	Description
1	January 16 - 26	Student	**Activate** - Emails and update their Starfish profiles
2	January 16 - 26	Faculty	**Create/update** - Starfish profiles and update office hours and location
3	January 17 - 23	Faculty	**Verify** – First- Week Attendance Roster Verification
4	January 24 - 31	Faculty	**Clear Flags** - Attendance Roster Verification
5	February 12 – March 2	Faculty	**Submit** - Progress Survey #1
6	March 26 – April 13	Faculty	**Submit** - Progress Survey #2

***NOTE:** Starfish will be available to faculty throughout the semester.
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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 (Attendance Roster Verification) 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: Progress survey #1 will be launched. Faculty will be prompted to raise flags for students who are "in danger of failing" or who have "attendance issues".

Activity 6:   During weeks 10-12 of the semester: Progress survey #2 will be launched. Faculty will again be prompted 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:
https://academicaffairs.southtexascollege.edu/starfish/.

NOTE: Dual Credit courses do not need to participate in Activities 3 and 4.