



FACULTY EARLY ALERT TIMELINE

Connect Your Outlook Calendar!

- 1. Log into Outlook and go to your Calendar**
 - Click on “Share Calendar” button
 - Add StarfishCalendar@niagaracc.suny.edu
 - Change availability to “Full Details”
 - Click Send
- 2. Log into Starfish and Click on the 3-Line Menu Icon**
 - Click on Your Name and select “E-mail Notifications”
 - Check the box for “Read busy times from my external Exchange Calendar”
 - Click Submit

Note: May take up to 10 minutes to display Outlook calendar items in Starfish.

Weeks 1-4

Week 1

- Show intro video in class
- Add office hours to Starfish
- Use “Print Roster” and take paper attendance during Add/Drop

Week 2-3

- Start utilizing attendance tool in Starfish.
- Remember to add last week’s data
- Raise manual “Attendance Concern” flags
- Raise “Off to a Good Start” Kudos

Week 4

- Census I Progressive Survey sent by Records & Registration open

Weeks 9-12

Week 9-10

- Complete optional S/U/W Progress Survey
- Individually utilize manual “General Academic Concern” flag if you do not feel S/U/W is an appropriate option but still have a concern

Week 11-12

- Raise “Meet With Your Advisor” to-do and include information on how they can schedule an appointment with you. (Success Coaches will outreach these students)
- Outreach to your academic advisees who have a “Not Registered for Future Term” system flag

Weeks 5-8

Week 5

- Census I Progressive Survey sent by Records & Registration closes

Week 6-7

- Academic Affairs Academic Deficiency Progress Survey 10 day period
- Set-up advisement hours in Starfish and message students instructions about scheduling an appointment with you

Week 8

- Meet with Academic Advisees next 3-4 weeks
- Note: You can find Rap#, advisement week, holds, and view flags on advisees in Starfish

Weeks 13-16

Week 13

- S/U/W Deadline is here. After this date, no flags will be enabled in Starfish
- Send a “Finish Strong” kudos to all students still enrolled in your course

Week 14-15

- Message or send a Starfish to-do to students to remind about due dates, outstanding assignments, or final exam review session

Week 16

- Send kudos to students who successfully completed your course

Have Questions? Need Help?



The Starfish Success Team is here to support you in this important Student Success initiative!

Contact us at
starfishsuccessteam@niagaracc.suny.edu
or **716-614-6888**.