

The following email templates are provided as a quick reference for instructors. Instructors may refer to these templates to review details and instructions related to Starfish Progress Surveys.

Survey Announcement Template (Roster Verification and Early Alert)

Subject: {SurveyName} on {SurveyLaunchDate}

Dear { RecipientName },

One of the best ways to ensure the success of our students is to track their progress. To do this, we need your help! We are utilizing Starfish to improve our roster verification process and incorporate an opportunity to report on the academic progress of students.

On {LaunchDate}, you will be asked to respond to a Starfish Progress Survey for the following course sections: {List of Survey Courses}

Here's how it will work:

1. You will receive an email message that will include instructions and a list of your outstanding Progress surveys, organized by course section.

2. Once you follow the instructions and reach the survey grid, simply check the box next to the particular student's name for whom you would like to report attendance and progress. You will have options to add comments.

3. IMPORTANT: If a student is attending your course, but is not on your roster, you will not be able to make a notation of this on the electronic survey. If you have a student in this situation, please let the student know they must 1) get an Add form from the Registrar's office in room 1 of Smyth Hall; 2) bring the form to you to sign as the instructor and to their advisor for their signature; 3) return the form to the Registrar's office to be registered for the course.

4. Click Submit. If you don't have any progress to report, it is important that you click submit, so we know you reviewed the survey. You will receive a confirmation email.

5. Based on your responses, students will receive an email with instructions to help them resolve any attendance or academic concerns. The survey will be available until {SurveyEndDate}.

Thank you for your participation! We appreciate your dedication to student success.

Survey Deployment Template (Roster Verification and Early Alert)

Subject: {SurveyName} on {SurveyStartDate}

Dear { RecipientName },

As you know, we are utilizing Starfish to improve our roster verification process and incorporate an opportunity to report on the academic progress of students.

Through a Progress Survey you will have a quick way to verify your roster and inform us of your students' progress in class. Please note, you can only report attendance and progress for students currently on your roster. If you have any students who are attending your class but are not on your roster please be sure to have them submit an Add form signed by you and their advisor to the Registrar's office immediately.

To access the Progress Survey for your course(s):

1. Login to Starfish ([LinkGoesHere](#)).
2. A link to your Outstanding Surveys will be displayed at the top of your Starfish homepage.
3. Once you reach the survey grid, please review your roster and indicate any attendance or academic progress concerns by checking the box next to the student's name. If you indicate a student has stopped attending you will be required to enter a last date of attendance. If you indicate a student is attending a different section you will be required to indicate which section. If you have a Course Progress Concern you will be required to add a comment to specify the nature of the concern.
4. **IMPORTANT: If a student is attending your course, but is not on your roster, you will not be able to make a notation of this on the electronic survey.** If you have a student in this situation, please let the student know they must 1) get an Add form from the Registrar's office in room 1 of Smyth Hall; 2) bring the form to you to sign as the instructor and to their advisor for their signature; 3) return the form to the Registrar's office to be registered for the course.
5. Click Submit. If you don't have any attendance or academic concerns to report, it is important that you still click Submit, so we know you reviewed the survey. You will receive a confirmation email.

Students who have never attended or have stopped attending will receive an email notifying them that they must officially drop the course if they do not plan on attending. Students who are attending a different section will receive an email notifying them that the Registrar's Office has adjusted their schedule to the section reported on the survey. Students for whom you have a Course Progress Concern will receive an email notifying them that they should discuss the situation with you and possibly their advisor and that the Center for Student Success can help connect them with available learning support resources on campus.

You have {Survey Count} surveys which need to be completed before {SurveyEndDate}.

Outstanding Surveys:

{This area is auto-populated by Starfish}

Thank you for your participation! We appreciate your dedication to student success.

Survey Thank You Template (Roster Verification and Early Alert)

Subject: Confirmation: {SurveyName}

Dear {RecipientName},

Thank you for completing the following Starfish Progress Survey: {SurveyName} for {Survey Course Name} ({Survey Course ID})

You raised the following items:

- {Student 1 Name}: {Intervention n Name}
- {Student n Name}:{Intervention n Name}

Students who have never attended or have stopped attending will receive an email notifying them that they must officially drop the course if they do not plan on attending. Students who are attending a different section will receive an email notifying them that the Registrar's Office has adjusted their schedule to the section reported on the survey. Students for whom you have a Course Progress Concern will receive an email notifying them that they should discuss the situation with you and possibly their advisor and that the Center for Student Success can help connect them with available learning support resources on campus.

We appreciate your dedication to student success at our institution. Thank you again for your participation!

Survey Reminder Template (Roster Verification and Early Alert)

Subject: Reminder: {SurveyName} due on { SurveyEndDate}

Dear {Recipient Name},

The following Starfish Progress Survey expires on { SurveyEndDate }!
{Survey Name}

Recently, you received an email with instructions on submitting this Progress Survey. This survey should only take a few minutes and your responses will help us determine which students to reach out to and offer help. Please submit this survey prior to { SurveyEndDate }. To access this survey, please:

1. Login to Starfish ([LinkGoesHere](#))
2. A link to your Outstanding Surveys will be displayed at the top of your Starfish homepage.
3. Once you reach the survey grid, please review your roster and indicate any attendance or academic progress concerns by checking the box next to the student's name. If you indicate a student has stopped attending you will be required to enter a last date of attendance. If you indicate a student is attending a different section you will be required to indicate which section. If you have a Course Progress Concern you will be required to add a comment to specify the nature of the concern.
4. **IMPORTANT: If a student is attending your course, but is not on your roster, you will not be able to make a notation of this on the electronic survey.** If you have a student in this situation, please let the student know they must 1) get an Add form from the Registrar's office in room 1 of Smyth Hall; 2) bring the form to you to sign as the instructor and to their advisor for their signature; 3) return the form to the Registrar's office to be registered for the course.
5. Click Submit. If you don't have any attendance or academic concerns to report, it is important that you still click Submit, so we know you reviewed the survey. You will receive a confirmation email.

Students who have never attended or have stopped attending will receive an email notifying them that they must officially drop the course if they do not plan on attending. Students who are attending a different section will receive an email notifying them that the Registrar's Office has adjusted their schedule to the section reported on the survey. Students for whom you have a Course Progress Concern will receive an email notifying them that they should discuss the situation with you and possibly their advisor and that the Center for Student Success can help connect them with available learning support resources on campus.

Thank you for your participation! We appreciate your dedication to student success.

Survey Closure Template (Roster Verification and Early Alert)

Subject: {Survey Name} is now closed

Dear {Recipient Name},

The following Starfish Progress Survey is now closed:

{Survey Name}

If you did not get a chance to participate, or you have new concerns regarding your students, you can raise these individually in [Starfish \(LinkGoesHere\)](#) at any time.

Thank you for your continued participation in this effort to promote student success.

Survey Announcement Template (Midterm Progress Survey)

Subject: {SurveyName} on {SurveyStartDate}

Dear {Recipient Name},

One of the best ways to ensure the success of our students is to track their progress. To do this, we need your help! We are utilizing Starfish to deliver an optional progress survey that will allow you to provide context for your students' midterm grades.

On {SurveyStartDate}, you will be asked to respond to a Starfish Progress Survey for the following course sections: {List of Survey Courses}

Here's how it will work:

1. You will receive an email message that will include instructions and a list of your outstanding Progress surveys, organized by course section.
2. Once you follow the instructions and reach the survey grid, simply check the box next to the particular student's name for whom you would like to report progress. You will have options to add comments.
3. Click Submit. If you don't have any progress to report, it is important that you click submit, so we know you reviewed the survey. You will receive a confirmation email.
4. Based on your responses, student support offices will determine the appropriate outreach to students. The survey will be available until { SurveyEndDate }.

Thank you for your participation! We appreciate your dedication to student success.

Survey Deployment Template (Midterm Progress Survey)

Subject: {SurveyName} on {SurveyStartDate}

Dear { RecipientName },

As you know, we are utilizing Starfish to deliver an **optional** progress survey that will allow you to provide context for your students' midterm grades.

To access the Progress Survey for your course(s):

1. Login to Starfish ([LinkGoesHere](#))
2. A link to your Outstanding Surveys will be displayed at the top of your Starfish homepage.
3. Once you reach the survey grid, please review your roster and indicate any academic progress or attendance concerns by checking the box next to the student's name. You may check multiple boxes for the same student. If you don't have any academic or attendance concerns to report, simply click Submit.

Based on your responses, student support offices will determine the appropriate outreach to students.

You have {Survey Count} surveys which need to be completed before {SurveyEndDate}.

Outstanding Surveys:

{This area is auto-populated by Starfish}

Thank you for your participation! We appreciate your dedication to student success.

Survey Thank You Template (Midterm Progress Survey)

Subject: Confirmation: {SurveyName}

Dear {Recipient First Name} {Recipient Last Name},

Thank you for completing the following Starfish Progress Survey: { SurveyName } for {Survey Course Name} ({Survey Course ID})

You raised the following items:

- {Student 1 Name}: {Intervention n Name}
- {Student n Name}:{Intervention n Name}

Based on your responses, student support offices will determine the appropriate outreach to students.

We appreciate your dedication to student success at our institution. Thank you again for your participation!

Survey Reminder Template (Midterm Progress Survey)

Subject: Reminder: { SurveyName } due on {SurveyEndDate}

Dear {Recipient Name},

The following Starfish Progress Survey expires on { SurveyEndDate }!
{ SurveyName }

Recently, you received an email with instructions on submitting this Progress Survey. **While this survey is optional**, it should only take a few minutes and your responses will help us determine which students to reach out to and offer help. To complete this survey please:

1. Login to Starfish ([LinkGoesHere](#))
2. A link to your Outstanding Surveys will be displayed at the top of your Starfish homepage.
3. Once you reach the survey grid, please review your roster and indicate any academic progress or attendance concerns by checking the box next to the student's name. You may check multiple boxes for the same student. If you don't have any academic or attendance concerns to report, simply click Submit.

Based on your responses, student support offices will determine the appropriate outreach to students.

Thank you for your participation! We appreciate your dedication to student success.

Survey Closure Template (Midterm Progress Survey)

Subject: {Survey Name} is now closed

Dear {Recipient Name},

The following Starfish Progress Survey is now closed:

{Survey Name}

If you did not get a chance to participate, or you have new concerns regarding your students, you can raise these individually in Starfish ([LinkGoesHere](#)) at any time.

Thank you for your continued participation in this effort to promote student success.