

# Instructor Getting Started Guide Roster Verification Process



## Verifying Rosters Using Starfish®.

This fall, Starfish will be used to collect all roster verification details starting the third week of the semester. When the roster verification process starts, you will receive an email that outlines the instructions for completing the process:

- **1.** Login to Starfish by following the link in the roster verification email or by accessing Starfish through NazNet or the Starfish webpage (<a href="https://www.naz.edu/center-for-student-success/starfish">www.naz.edu/center-for-student-success/starfish</a>).
- **2.** A link to your Outstanding Surveys (sections that require verification) will be displayed at the top of your Starfish homepage.
- **3.** Click on a section to reach the survey grid, review your roster and indicate any attendance or academic progress concerns by checking the box next to the student's name (a screen shot with details of the survey grid is included on the next page of this guide).
  - 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 through Starfish.** 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.

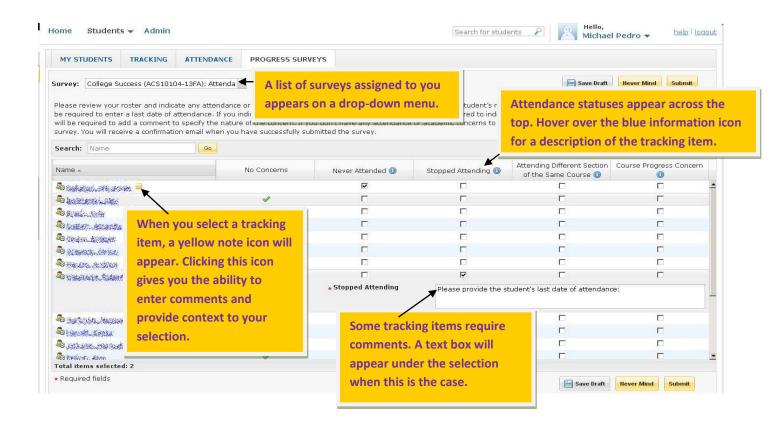
#### What happens when the roster verification is submitted?

- 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 referring them to the Center for Student Success for additional guidance.
  - In addition to the instructor and the student, the following individuals are able to view course progress concerns in Starfish: Director of Academic Advisement, Director of Center for Student Success, the Director of the Office for Student with Disabilities, the Vice President for Student Development, the student's advisor, major chairperson and program director, and if applicable, the student's HEOP-Excel counselor and their success coach in CSS.

#### Filling out the roster verification survey

The survey screen lists students on the left, and attendance statuses on the right. By the default, the 'No Concerns' option is selected for all students, therefore, you only need to make selections for the students who have an issue.

When you are done with your survey click submit. Even if you have no concerns checked off on any of your students, it is important that you click submit to let us know that you have reviewed the survey.





### Having trouble? Want to learn more?

Check out more Starfish resources at <a href="http://www.naz.edu/center-for-student-success/starfish">http://www.naz.edu/center-for-student-success/starfish</a>

You may direct questions to any member of the Starfish implementation team:

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