Student Success Report (SSR)
Starfish Progress Survey

Student Success Report (SSR) provides a quick and easy way for instructors to issue flags, kudos, and referrals to students at regular intervals and at important time points in each fall and spring semester. This allows students to stay informed of their academic progress and helps the campus community mobilize to support students who may be struggling in their courses.

SSR QUICK FACTS

- SSR are requested at the 4th and 11th week of each semester.
- Course leveled 100-200 included in report request.
- SSRs contain a "No Feedback" option for students who do not require flags, kudos, or referrals by simply clicking the submit button.

WHY COMPLETE AN SSR

- Ensures students get regular progress reports at key point in the semester.
- Gives instructors a quick way to deliver student feedback
- Allows academic advisors & support staff to remain in the loop in students' academic progress and outreach accordingly.
- Supports university retention and student success initiatives.

HOW TO GET STARTED

1 WAIT FOR EMAIL INVITATION

➢ You will receive an email invitation 1 week before the survey is deployed
➢ Invitations are emailed on the 4rd and 11th weeks to be completed in the Fall & Spring semesters.
➢ Invitations are only sent to eligible course instructors.

### 3 VIEW OUTSTANDING REPORTS

At the top of the Starfish homepage, you will see a link to outstanding SSR(s). Click the link to navigate to your available report(s).

If you teach multiple eligible courses, you will see a drop down menu allowing you to toggle between all reports you are asked to complete.

2 OPEN STARFISH

➢ Click the iCan/Starfish Quick Access Link under the MyBSU faculty/staff Hub, OR
➢ Open Starfish from Blackboard

Enter your BSU username and password to log in
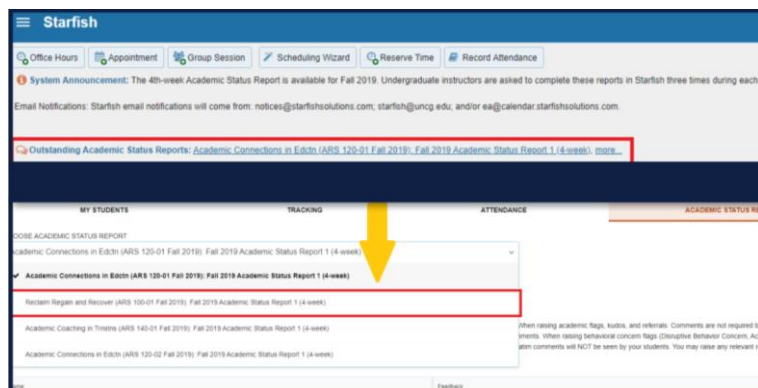
4 CHECK APPLICABLE FEEDBACK ITEMS

Simply click the (+) to expand the folder and select the appropriate feedback boxes for any student who may need assistance or who deserves recognition. Instructors may choose as many feedback items per student as appropriate. **Pro Tip: Limit the amount of flags selected that have the same implication (i.e. low average in course and At Risk of Failing) to reduce the number of emails sent to a student.**

5 LEAVE COMMENTS FOR DETAIL

In addition to checking simple feedback boxes, instructors may also leave more detailed comments to be shared with students and/or BSU support staff. To leave comments, expand the folder by clicking the (+) next to a student's name. A comment field will open.
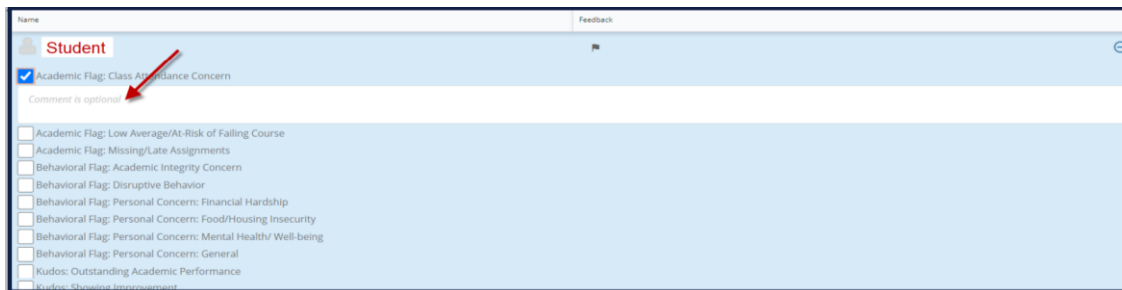
6 SUBMIT YOUR REPORT(S)

Once you have checked all desired feedback items and provided relevant comments, click Submit to complete the report. You will receive a confirmation email to verify that your report submission was successful. Repeat for all requested reports. Once a report is submitted, it cannot be altered. Once submitted, an SSR cannot be re-opened or edited. Erroneous feedback can be corrected by the instructor by manually clearing incorrect feedback items and raising new items as needed.

7 STUDENT NOTIFICATIONS

Depending upon the type of feedback you issued in your SSR(s), students will receive email notification alerts for each flag, kudos, and referral you issued them via the SSR. Students will be informed of your feedback and any comments you provided.