EARLY ALERT ANNOUNCEMENT EMAIL TO FACULTY

Dear [Recipient First Name],

Early Alert progress surveys will be available in Starfish from [Deployment Date] to [Closure Date]. On [Deployment Date], you will receive an email message providing instructions and a list of your surveys, organized by course section. By flagging students (or raising kudos), you begin the process of notifying others who may be working with a student as to how the student is doing in your course. Thank you ahead of time for your participation! You are very important to a student’s success here at UND.

IMPORTANT: You must have a role in Campus Connection in order to access Starfish. If you are a new instructor, please check now to see if you can log into Starfish. If you are unable to log into Starfish, most likely the necessary steps to obtain a role in Campus Connection still need to be completed.

The Starfish support site provides additional information and instructions such as:

- Starfish instruction manual
- Detailed progress survey instructions
- Samples of emails sent to students
- Correcting students flagged in error
- Manually flagging a student outside of a survey anytime throughout the semester
- Tracking those students you have flagged
- Names of college specific Starfish tenant administrators

The Starfish system can also be accessed through Blackboard, the A-Z index on the UND homepage, or under MyUND on the UND homepage.

Thank you,

Shari K. Nelson, MA
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