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.

**REMINDERS:**

- Emails to students flagged with a course concern will come from the college under which a course is housed.
- Emails to students given a course kudos will come from the instructor.

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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