**STARFISH SHORTCUTS**

The following student feedback is designed to be cut and pasted into the “Notes” section of Starfish feedback, quickly connecting your students to all the support available to them at the college. The [HIGHLIGHTED INFORMATION IN BRACKETS] needs to be replaced with your course- or instructor-specific information. You are welcome to modify the feedback below in any way, and no credit is required.

**STARFISH CUT AND PASTE—WEEK THREE**

**Student in Need of Improvement**

Tips for increasing your learning and subsequently increasing your grade:

* BUDGETING TIME: Every [DAY OF THE WEEK] in this course, look ahead at all the work due in the next week and budget time to complete it. Make sure to read all the assignment instructions for the upcoming week to ensure you've got enough time set aside.
* MEETING DEADLINES: If you haven’t already, print out the course calendar found in the CONTENT area of the course in D2L. Plan on turning in all work at least 48 hours before the deadline so you don't miss any more due dates. Cross off each item on the calendar as you turn it in.
* GETTING LEARNING SUPPORT: Set up short, weekly Zoom or in person appointments at the CAS ([www.sctcc.edu/cas](http://www.sctcc.edu/cas)) to go over assignment instructions, D2L questions, and to get feedback.
* LATE WORK AND EXTRA CREDIT: Review the late work and extra credit policies in the syllabus (found in [LOCATION] area of the course in D2L).
* HOMEWORK QUESTIONS: Email your instructor [INSTRUCTOR EMAIL ADDRESS] immediately when you have questions about assignments, deadlines, or feedback.
* TECHNOLOGY QUESTIONS: Contact the Student Helpdesk immediately if you’re having any computer or technology issues, including formatting Word documents and accessing D2L. **(**helpdesk@sctcc.edu; 320-308-6445; Open Computer Lab: Room 1-405)
* MENTAL HEALTH SUPPORT: If you’re feeling anxious or overwhelmed or would simply benefit from having another person on your team, reach out to the free mental health support services offered at the college: https://www.sctcc.edu/mental-health-services.
* FINANCIAL ASSISTANCE: If you need financial assistance, including housing support, please visit office suite 1-401 in the Northway Building (located near the Records and Registration service window) or call 320-308-5090.

It's still early in the semester. If you do all the above, you should be able to get the most out of your education.

**Student Doing Well**

You’re doing well in this course! Please remember that you have a lot of support available to help you continue to get the most out of your education:

* GETTING LEARNING SUPPORT: Set up short, weekly Zoom or in person appointments at the CAS ([www.sctcc.edu/cas](http://www.sctcc.edu/cas)) to go over assignment instructions, D2L questions, and to get feedback.
* LATE WORK AND EXTRA CREDIT: Review the late work and extra credit policies in the syllabus (found in [LOCATION] area of the course in D2L).
* HOMEWORK QUESTIONS: Email your instructor [INSTRUCTOR EMAIL ADDRESS] immediately when you have questions about assignments, deadlines, or feedback.
* TECHNOLOGY QUESTIONS: Contact the Student Helpdesk immediately if you’re having any computer or technology issues, including formatting Word documents and accessing D2L. **(**helpdesk@sctcc.edu; 320-308-6445; Open Computer Lab: Room 1-405)
* MENTAL HEALTH SUPPORT: If you’re feeling anxious or overwhelmed or would simply benefit from having another person on your team, reach out to the free mental health support services offered at the college: https://www.sctcc.edu/mental-health-services.
* FINANCIAL ASSISTANCE: If you need financial assistance, including housing support, please visit office suite 1-401 in the Northway Building (located near the Records and Registration service window) or call 320-308-5090.

**STARFISH CUT AND PASTE—MIDSEMESTER**

**Student Failing**

[NAME], you are currently earning [XX%] in [COURSE NAME] because [REASON]. It's still possible to turn this around by following these steps:

* LATE WORK/EXTRA CREDIT OPTION: [TURNING IN LATE WORK/EXTRA CREDIT OPTION, IF THERE IS ONE]
* LEARNING AND DEADLINE SUPPORT: set up an initial appointment at the CAS (www.sctcc.edu/cas) to build a plan to meet all future course deadlines. Then, set up weekly CAS appointments after that, either online or in-person appointments, to get continued time management and assignment support.
* [COURSE NAME] SUPPORT: Contact your instructor [EMAIL ADDRESS] with any course-specific questions.
* TECHNOLOGY QUESTIONS: Contact the Student Helpdesk immediately if you’re having any computer or technology issues, including formatting Word documents and accessing D2L. **(**helpdesk@sctcc.edu; 320-308-6445; Open Computer Lab: Room 1-405)
* GENERAL SUPPORT: Visit SCTCC’s Student Support page (https://www.sctcc.edu/current-students) to find the free resources available to you, including financial assistance, wellness resources, and career services.

If you do all the above, you will acquire the necessary [COURSE FOCUS, ie “college writing”] skills and earn a grade that reflects this. If you are not able to meet all the above requirements, I encourage you to speak with your advisor about withdrawing from this class and taking it at a later date when you have the time and ability to demonstrate the minimum learning required to pass the course.

**Student in Need of Improvement**

[NAME], you are currently earning [XX%] in [COURSE NAME] because [REASON]. It's still possible to turn this around by following these steps:

* LATE WORK/EXTRA CREDIT OPTION: [TURNING IN LATE WORK/EXTRA CREDIT OPTION, IF THERE IS ONE]
* LEARNING AND DEADLINE SUPPORT: set up an initial appointment at the CAS (www.sctcc.edu/cas) to build a plan to meet all future course deadlines. Then, set up weekly CAS appointments after that, either online or in-person appointments, to get continued time management and assignment support.
* [COURSE NAME] SUPPORT: Contact your instructor [EMAIL ADDRESS] with any course-specific questions.
* TECHNOLOGY QUESTIONS: Contact the Student Helpdesk immediately if you’re having any computer or technology issues, including formatting Word documents and accessing D2L. **(**helpdesk@sctcc.edu; 320-308-6445; Open Computer Lab: Room 1-405)
* GENERAL SUPPORT: Visit SCTCC’s Student Support page (https://www.sctcc.edu/current-students) to find the free resources available to you, including financial assistance, wellness resources, and career services.

If you do all the above, you will acquire the necessary [COURSE FOCUS, ie “college writing”] skills and earn a grade that reflects this.

**Student Doing Well/Showing Improvement**

You’re doing well in this course! That shows a commitment to your education. Remember that if you find yourself needing support at any point, the college provides great, free resources to its students:

* LEARNING AND DEADLINE SUPPORT: The CAS (www.sctcc.edu/cas) offers online and in-person tutoring on many subjects as well as time management and basic computer/D2L usage support.
* [COURSE NAME] SUPPORT: Contact your instructor [EMAIL ADDRESS] with any course-specific questions.
* TECHNOLOGY QUESTIONS: Contact the Student Helpdesk immediately if you’re having any computer or technology issues, including formatting Word documents and accessing D2L. **(**helpdesk@sctcc.edu; 320-308-6445; Open Computer Lab: Room 1-405)
* GENERAL SUPPORT: Visit SCTCC’s Student Support page (https://www.sctcc.edu/current-students) to find the free resources available to you, including financial assistance, wellness resources, and career services.

Keep up the good work!