

# Getting Started Guide Faculty & Staff

### Welcome to Starfish®

Starfish gives you a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware. It also allows your students to easily book an appointment with you or someone else who can help.

Getting started is easy. Accessible through your existing systems (often your Learning Management or Student Information system), Starfish will automatically display all students that you have been assigned or are enrolled in your courses.

#### ADD LOG IN INFORMATION FOR YOUR INSTITUTION HERE

From there, you can raise flags about students, review flags that have been raised about your students, and provide additional information

This guide highlights the steps for completing four common tasks in Starfish:

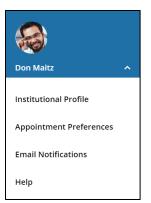
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## Setup your Profile

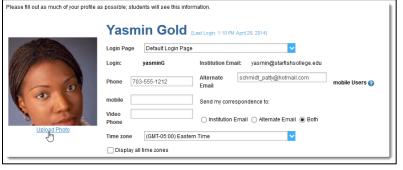
Some of your profile, such as your contact information, is imported from your LMS or SIS.

- 1. Click on your name in the Top Navigation bar and select the Institutional Profile tab.
- 2. Help students put a face to your name by using the Upload Photo link beneath your existing photo or placeholder to upload a photo.



Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.

3. Edit your **Phone** and add an Alternate Email address to have Starfish send email to an address other than your



institution email. Select the **Both** radio button to receive email at both accounts.

- 4. Double check that the Time zone selected matches your time zone. This time zone will be used when including appointment times in emails from Starfish.
- 5. Add information to the General Overview and My **Biography** sections to let students know a bit more about you.

General	Overvi	OW
ocherui	010111	

A general message should go here. Tell people how you can help them during your office hours.	
I teach English Composition and Creative Writing and am also an advisor Please feel fee to stop by or schedule a meeting during my posted office hours. When you sign up for your meeting, be sure to set the reason that best describes what you't like to talk about. I can help you blink through honjoic choices and outlines and help connect you to reference materials particular to your chosen subject. I can also help you decide which English courses are the best options to meat truur dervise remnitements and reazer sentrations.	<b>^</b>
	~
My Biography	
Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information relevant to others on campus. Students are more likely to reach out to you if they know a little about you.	uia
	^
I came to Excellent University in 2011. My research and teaching interests include twentieth-century and contemporary American literature and documentary film	
I came to excellent University in 2011. My research and teaching interests include twentem-century and octemepraty american itterature and oocumentaty mit and the use of historical fiction as a teaching support in elementary education. In my free time i work with several local organizations focused on promoting literacy and creative writing for youth. I completed my undergraduate studies at Indiana University of Pennsytvania, and my graduate and doctorate degrees from	

This information will appear to students who can make appointments with you in Starfish.

6. Click the **Submit** button to save your changes.

#### Notes:

For more information and additional profile settings, reference the End Users' Guide to Connect. You may also find the following Starfish Two Minute Tips helpful:

- Update your Starfish Profile; •
- Update how you are emailed about Flags To-Dos and Referrals;
- Update how you are emailed about Appointments

### **Setup your first Office Hours block**

The first time you log in to Starfish, Starfish will provide a 'wizard' to walk you through setting up your office hours, which enables students to schedule time with you. If you do not wish to complete the wizard just yet, check the box labeled "Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours", and then click the Close button.

If your office hours are different week to week, follow the "**If your office hours don't repeat weekly**, <u>click here</u>" link.

If your office hours recur:

- Complete the fields presented to specify:
  - What day(s) do you have office hours? check the boxes for each day.
  - What time are your office hours? - enter a start and end time.
  - Where are they? select the Type of setting and enter the Details in the field provided (e.g. the building and room number of your office).
  - If relevant, provide
     Instructions for students
     who make appointments with

1. What day(s) d	do you have office hours?
M T	]W 🗌 T 🔲 F 🛄 S 🛄 S
	e your office hours?
Enter Start Time	e to Enter End Time
3. Where are th	ey?
Туре	in an office 🔽
Details	Enter an office location
Instructions	Knock once and enter
✓ Show me thi	is Office Hours Setup Page again next time I login if I don't have any Office

who make appointments with you.

2. Click the **Set up Office Hours** button to save your office hours.

#### Notes:

To setup additional office hours or make any changes, use the buttons on your **Home** or **Appointments** page to **Add Office Hours, Add Appointment, Add Group Session, Reserve Time** or use the **Scheduling Wizard.** 

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29 6	30 7	1	2	3	4	5	Agenda	Day	Week				

Each of these options is discussed in greater detail in the <u>End Users' Guide to Connect</u>. You may also find this Two Minute Tip on <u>How to Create Office Hours</u> helpful.

### Respond to a Progress Survey for students in your courses

You will receive an email reminder when there is a new survey for you to complete. Each individual survey presents a student roster for one course section on whom you can raise flags.

My Students Tracking Attendance Progress Surveys
troduction to Creative Writing (ENGL200.01.201403); Midterm Re... V

ease consider any students who have performed poorly or particularly well through n e student's name to open his or her student folder. Just close the folder to return to th langes. Once you submit the survey you cannot change it!

Search: Name

Albright, Randi Constanti Page 19931539SF

Caricks, Peter 9931543SF Edwlend, Pamela 9931540SF

Keilovd, Mackenize

Nicehen, Emilio 9931519SF

Ranlett. Becca 9931531SF Ricwoll. Benita 9931534SF

Robwoll, Phillip

Total items selected: 3

Required fields

Name -

 Select the progress survey link on your Starfish Home page to go the Progress Surveys tab. (only visible when you have active surveys).

≡ Starfish
🗞 Office Hours 🚔 Appointment 🛛 🎇 Group Session 🦂 Event 🍞 Scheduling Wizard 🖓 Reserve Time 🖉 Record Attendance
6) System Announcement: Fall course approvals are required for registration and must be in by the end of the month.
Q Outstanding Progress Surveys: General Biology II (SCI-BIOL 201-600-201802); 3 Question Flag Survey, more

particularly were already intracements. Hease consider providing a specific refer an economic robust of the appoint for all click on the hyperinal see the folder to return to the Survey page. Remember to "Save Draft" periodically if you are doing a little bit at a time so that you don't lose y

> Poor Academic Performance

> > •

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idterms. Please.com

In danger of failing 😗

•

Enter comments here

No Feedback

In danger of failing

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Visit Advising Center 0

**B** 8

for support. You an click on the hyp

Great Work!

Displaying 8 St

The selected survey opens, listing your students on the left, and items you may raise across the top.

 Check the box for each desired item/ student combination.

> Click the comments icon (<sup>CC</sup>) to open a text box for your notes.

Click the information icon (1) associated with an item to verify whether or not the student can view the flag and related comments.



3. Click the **Submit** button *only* when you are finished providing feedback. The items you selected will be raised on your students when you submit the survey.

#### Important

Once you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you aren't ready to submit your survey.

#### Notes:

You may be asked to submit more than one course survey if more than one of your courses has been included in the survey plan for your institution. They will be listed in the drop-down menu on the **Progress Surveys** tab.

Watch the <u>Two Minute Tip on completing a progress survey</u> for a demonstration of this feature.

Attendance

~

Cohort

Progress Surveys

### Raise a Flag on one of your students

When you have a concern with a particular student, raise a flag, to-do, or referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

Student Name, Username, Go All My Students

My Students Tracking Intake Zoom In

Connection

**≡** Starfish

Overview

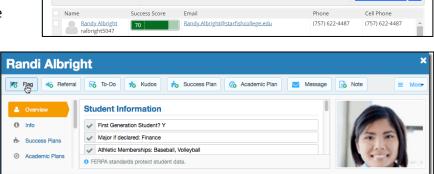
Search

- Click on the Students navigation item to see your list of students.
- Find the desired student by typing the name into the Search box.
- Click on the student's name to bring up the Student Folder.
- Click the Flag button.
   A list of flags that you have permission to raise on this student is displayed.
- 5. Select the desired **Flag** from the list.
- If relevant, select a course from the Course Context, drop down list, and enter notes in the Comment box.
- 7. Click the **Save** button.

#### Notes:

The **Student View:** indicates whether the student can view the flag and the notes you include in the **Comment** box.

The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.



腾 Flag 🗞 Referral 🐼 To-Do 🏂 Kudos 🎼 Success Plan 🔤 Message 🗟 Note 🛆 Download 🖧 Prospective Student

Term

Active

* Flag	Poor Academic Performance							
+ Hug	Attendance Concern							
Course Context 💡	Raise this when a student isn't attending class regularly.							
Comment	In danger of failing when a student is in danger of failing after 4 weeks in to term							
	Poor Academic Performance Raise this when a student is not performing well in class across multiple factors							
	tent can view this item and the notes entered above. with the following roles may be able to see this tracking item if they have a udent(s);							
<ul> <li>TermRelationship/</li> <li>Primary Advisor</li> </ul>	Advisor							

## **Frequently Asked Questions**

### How do I change how I am emailed by Starfish?

Starfish will email you a calendar item for each appointment and a summary of flag activity for your students. Use the **Email Notifications** tab of your **Profile** to modify details of how and when you receive these notifications. For more information see:

- Update how you are emailed about Flags To-Dos and Referrals;
- Update how you are emailed about Appointments

### How do I get more detail on a student?

Click the hyperlink associated with the student's name wherever you find it to reach the **Student Folder**. (e.g. in the student list, on an appointment, or in a progress survey).

### How do I cancel office hours?

#### Cancel one occurrence

Select the day from the calendar, and *hover* (don't click) over the icon associated with the **Office Hours** on the desired day (2).

Click the **Cancel button** and select, **"Just this one"** from the pop up **Office Hours** card presented.

#### **Cancel a series**

From the **Agenda** view, *hover* (don't click) over the **Office Hours** icon (<sup>(2)</sup>) next to an office hour title.

Select **Cancel** from the pop up **Office Hours** card presented. (If the day you have selected on the calendar includes an occurrence, you will have the option to cancel "Just this one" or "The entire series")

