

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.

You can access Starfish three different ways:

- Click on the Starfish tab on CampusNet
- Click on the Starfish link in Moodle
- Click on the Starfish link in Arches

Use your Augustana User Name and Password to log in.

In Starfish, you can raise concerns about students, review concerns that have been raised about your students, and provide additional information.

This guide highlights instructions for how to complete the following tasks in Starfish:

Set up your Profile

Raise a Flag on one of your students

Add comments to a Flag

Give a Kudos to one of your students

Complete a Progress Survey for your course sections

You will also find the answers to several **Frequently Asked questions**.

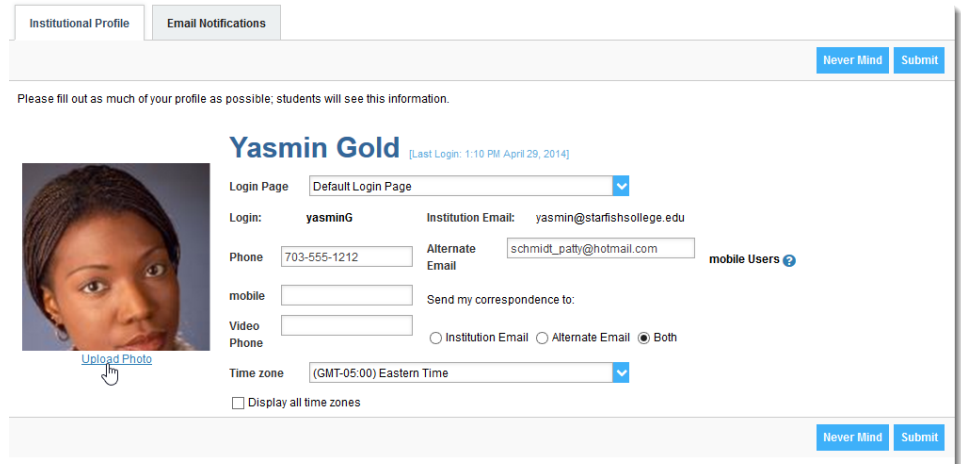
Setup your Profile

Some of your profile, such as your contact information, is already populated in Starfish. You have the ability to edit other parts of your profile, such as your photo and bio.

1. Click on your name in the Top Navigation bar and select the **Institutional Profile** tab.

2. Edit your **Phone** and add an **Alternate Email** address if you would like Starfish to send email to an address in addition to your institution email.

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



The screenshot shows the 'Institutional Profile' tab for a user named Yasmin Gold. The form includes fields for Login Page (Default Login Page), Login (yasminG), Institution Email (yasmin@starfishcollege.edu), Phone (703-555-1212), Alternate Email (schmidt_patty@hotmail.com), mobile Users (info icon), mobile (input field), Video (input field), and Phone (input field). There are radio buttons for 'Send my correspondence to:' with options: Institution Email, Alternate Email, and Both (selected). A Time zone dropdown is set to (GMT-05:00) Eastern Time, and a checkbox for 'Display all time zones' is present. The form has 'Never Mind' and 'Submit' buttons at the top right and bottom right. A photo of Yasmin Gold is shown on the left with an 'Upload Photo' link below it. A message at the top says 'Please fill out as much of your profile as possible; students will see this information.'

3. 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.
4. Help students put a face to your name by clicking the **Upload Photo** link beneath the existing photo or photo placeholder.

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

5. Click the **Submit** button to save your changes.
6. Click on the **Email Notifications** tab.
7. Under **Summary Emails**, we recommend **Daily** emails sent early in the morning (ie before 6:00am).
8. Under **Tracking Item Notifications**, we recommend **Immediate email** whenever an item is assigned to me.

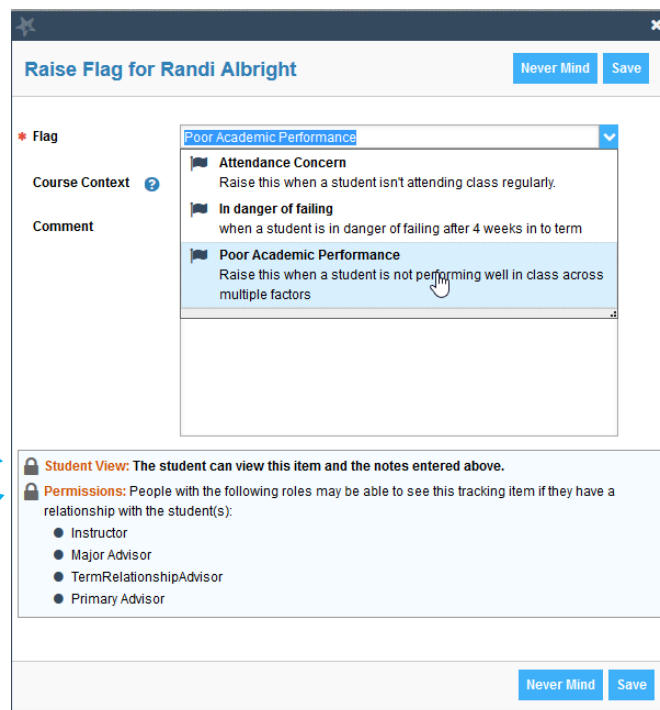
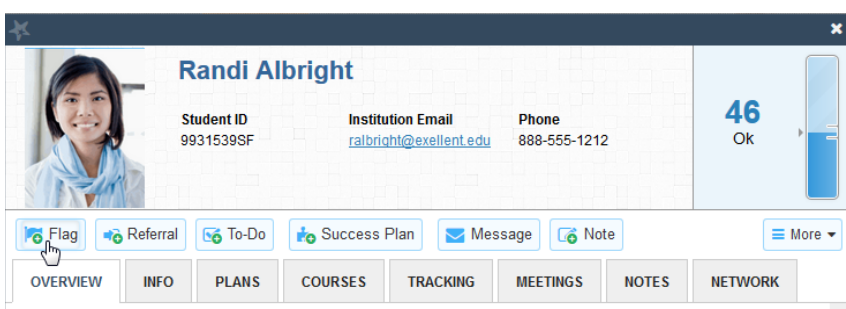
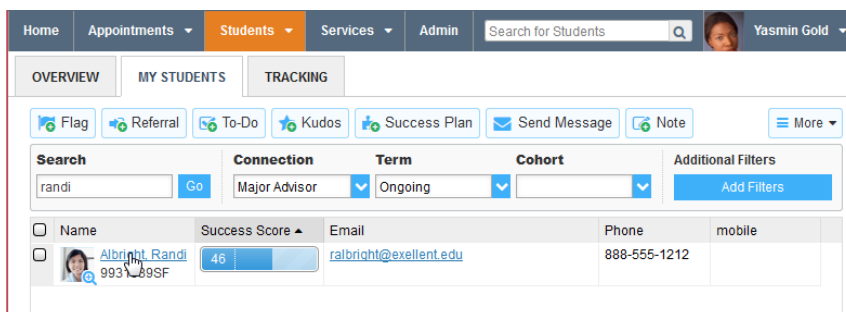
Raise a Flag on one of your students

When you have a concern about a particular student, raise a flag to communicate your observations. The appropriate individuals will be automatically notified when you save the item. You may raise a flag on a student at any time during the term.

1. Click on the **Students** navigation item to see your list of students.
2. Find the desired student by typing the name into the **Search** box, or scroll through your list to find the student's name.
3. Click on the student's name to bring up the **Student Folder**.
4. 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.
6. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box. *Keep in mind that all Flags raised are part of a student's record and are disclosable under FERPA.*
7. The **Student View**: indicates whether the student can view the flag and the notes you include in the **Comment** box. *Students will see comments included in academic concern flags.*
8. The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.
9. Click the **Save** button, and your flag has been raised.



10. After a few minutes, you will be able to see your flag appear under the **Tracking** tab on the student's profile.

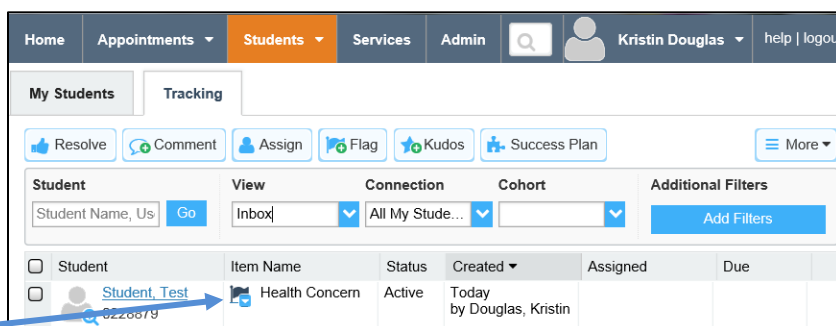
Add Comments to a flag

When a flag has been raised on one of your students, you may be asked by the Dean of Students Office, the Medical Coordinator, or the Advising Office to add comments to the flag. In the past, we have handled this type of communication over email. In an effort to communicate more effectively to the student's entire support network, we'll move this communication to within Starfish.

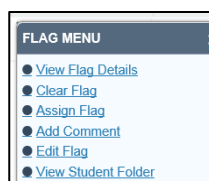
1. When you are asked to add a comment to a flag, log into Starfish. Click on the **Students** navigation item to see your list of students.
2. Find the desired student by typing the name into the **Search** box, or scroll through your list to find the student's name. You can also click on the **Tracking** tab to see a list of your students with tracking items.

3. Find the flag on which you have been asked to comment.

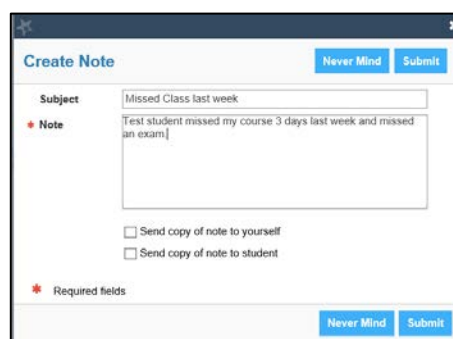
4. Hover your mouse over the flag to see your options.



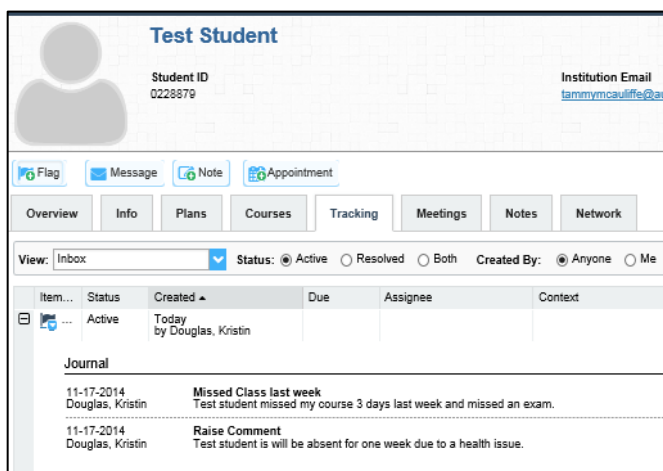
5. Click on **Add Comment**



6. Type your comment in the **Create Note** screen. Hit **Submit**.



7. Your comment is now visible to other members of the student's support network. You can see the comments of others by opening the student's folder (click on the student's name), selecting the **Tracking** tab in the student's folder. Clicking on the **Plus Sign** to the left of the flag will expand the flag information you can see.



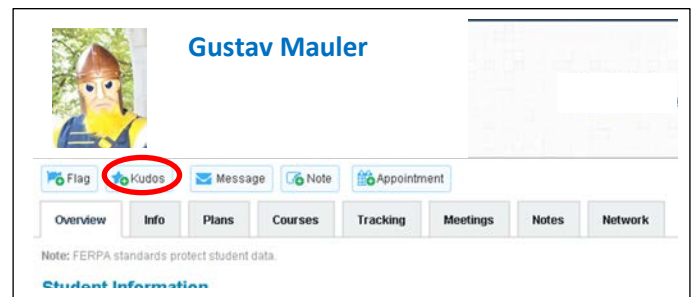
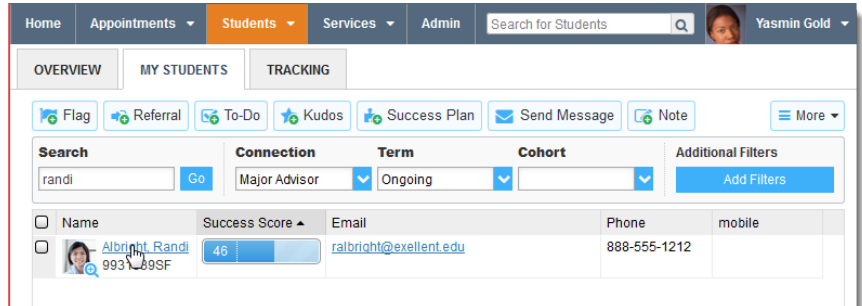
Give a Kudos to provide positive recognition for a student

You might find times you would like to communicate positive recognition to a student. By giving a Kudos, you can share your positive comments with the student and the other members of that student's support network. You may give a kudos to a student at any time during the term.

1. Click on the **Students** navigation item to see your list of students.
2. Find the desired student by typing the name into the **Search** box, or scrolling through your list to find the student's name.
3. Click on the student's name to bring up the **Student Folder**.
4. Click the **Kudos** button.

A list of kudos that you have permission to raise on this student is displayed.

5. Select the desired **Kudos** from the list.
6. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box. Students will see the comments included in a kudos. *Keep in mind that all Kudos raised are part of a student's record and are disclosable under FERPA.*
7. Click the **Save** button, and your kudos has been raised.
8. After a few minutes, you will be able to see your kudos appear under the **Tracking** tab on the student's profile.

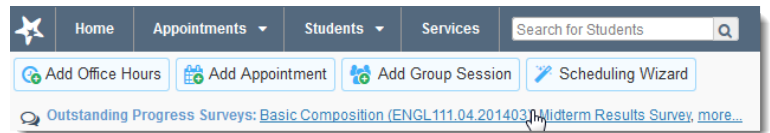


Respond to a Progress Survey for students in your courses

Progress Surveys are sent twice during each term, during week 3 and week 6.

You will receive an email notification when there is a new survey for you to complete. You will receive a survey for each section you teach.

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



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

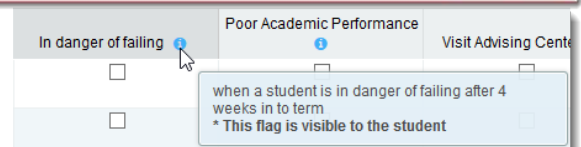
2. Check the box for each desired item/student combination.

Click the comments icon (🗒️) to open a text box for your notes.

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

Name	No Feedback	In danger of failing	Poor Academic Performance	Visit Advising Center	Great Work!
Ricardo, Peter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edelstein, Pamela	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kellard, Mackenzie	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nichols, Emilio	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricardo, Peter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricardo, Benito	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricardo, Philip	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

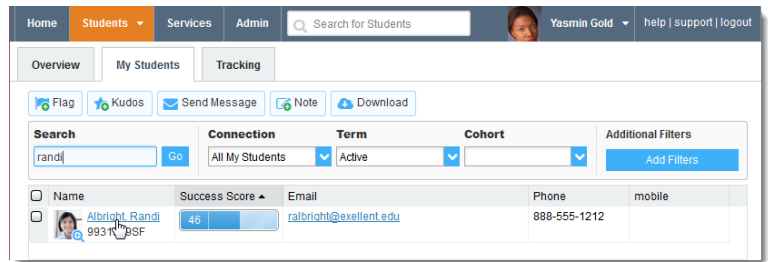


Important: Once you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you aren't ready to submit your survey.

Frequently Asked questions

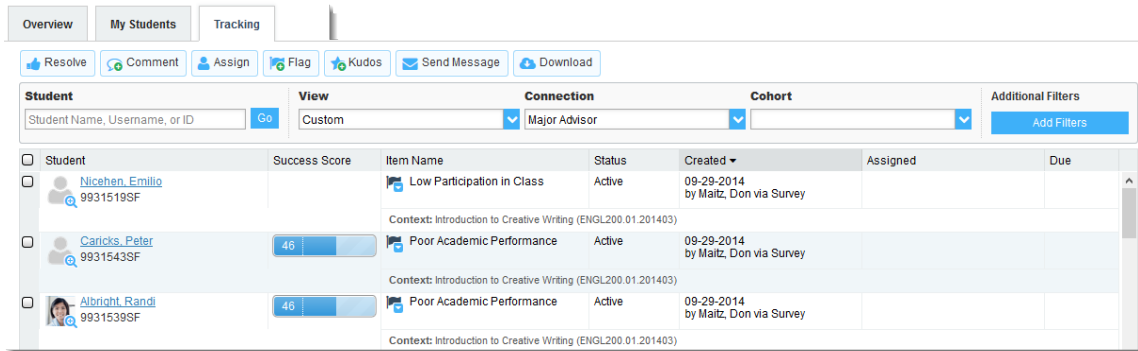
How do I get more detail on a student?

Anytime you see a student's name as a hyperlink (e.g. in your student list or in a progress survey) this hyperlink takes you to the **Student Folder**. Click through the tabs to review student information to which you have access. The **Network** tab lists the members of the student's support network. You can send emails to members of the support network from within Starfish, and the message will be stored under the Notes tab within the student folder.



Where can I find information about flags raised on my students?

The **Tracking** tab within the **Students** area lists the flags (and kudos) that have been raised on your students. Use the filters provided to filter your list based on your connection to the students. For example you can filter to your role as advisor vs. your role as instructor, or as an instructor to one of your specific course sections.



You can also go into the individual **Tracking** tab of any **Student Folder** to look at details of flags raised on that student. The details of what you see are based on your relationship to the student(s) and the privileges granted to your role.