Getting Started Guide
for 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.

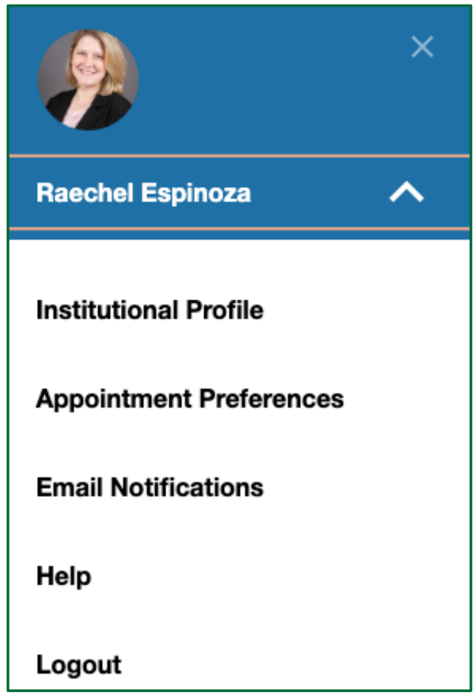
Getting started is easy. Go to the "Starfish" link under the Faculty tab in your my.emich.edu portal. This should automatically log you into Starfish using "Single Sign On" (your netID and password).

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

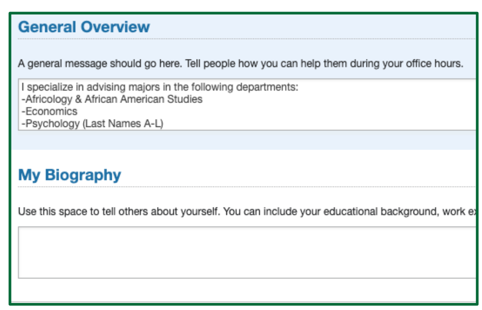
This guide highlights the steps for completing four common tasks in Starfish:

Setup your Profile

When you first log-in you will notice that some information, such as your contact information and your Eagle ID card photo has been imported from Banner. You can edit your profile by clicking on the three bars at the upper left-hand corner of the Starfish window.



1. Click on your name in the Top Navigation bar to select the **Edit Profile** tab.
2. Select the **Institutional Profile** tab.
3. Select your **Preferred Login Page** from the dropdown (the initial page that opens anytime you access Starfish).
4. Help students put a face to your name by using the **Upload Photo** link beneath your existing photo to upload a new photo. Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.
5. Edit your **Title** to give students a better idea of who you are and what you do.
   (For example, Academic Advisors have "Academic Advisor – College of ____" in their title.)
6. Edit your preferred **Phone**.
   (For example, a shared office phone number instead of a direct line, if desired.)
7. Toggle the **Share Links** option(s) if you would like to share your appointment and/or profile link with students and staff. *(This is recommended if you would like to send a direct link to students in order to schedule with you.)*
8. 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.
9. Add information to the **General Overview and My Biography** sections to let students know a bit more about you.
   This information displays to students who can make appointments with you in Starfish.
10. Click the **Submit** button to save your changes.

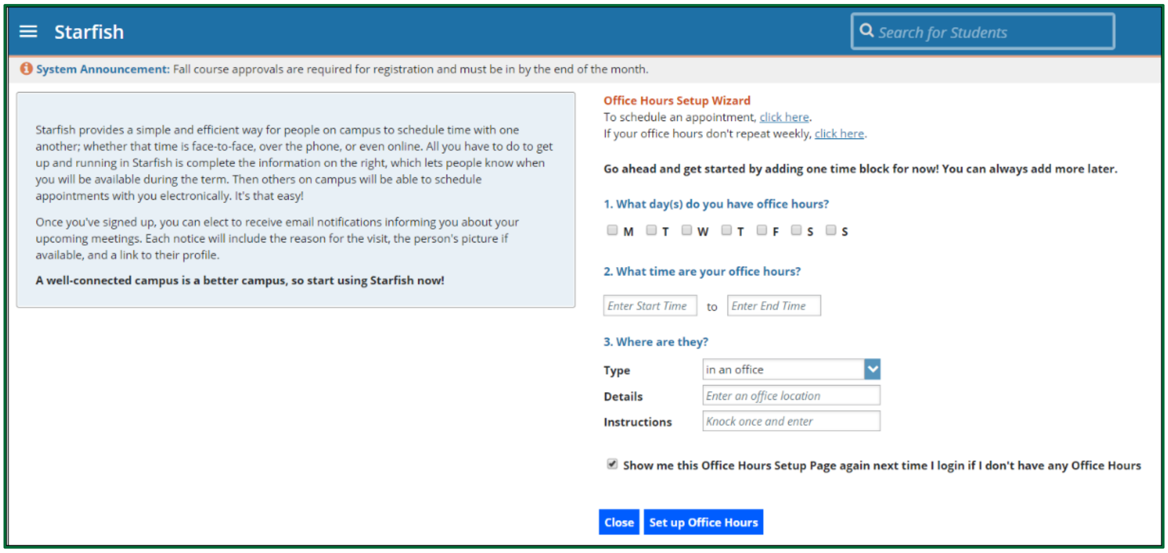


Notes: For more information and additional profile settings, reference the End Users' Guide to Connect. You may also find the following videos helpful:

- Update your Starfish Profile
- Update your Office Hours
- Update your Email Notifications

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.



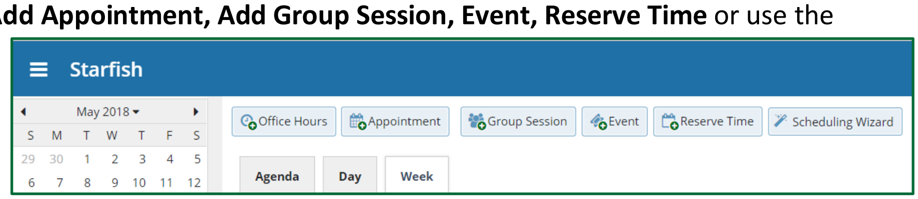
If your office hours are different week to week, follow the "**If your office hours don't repeat weekly, <u>click here</u>**" link.

If your office hours recur:

1. 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 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, Event, Reserve Time** or use the **Scheduling Wizard.**

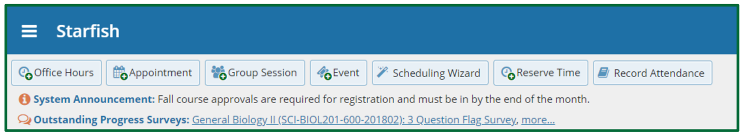


Each of these options is discussed in greater detail in the [End Users' Guide to Connect]. You may also find the [Update your Office Hours] video helpful.

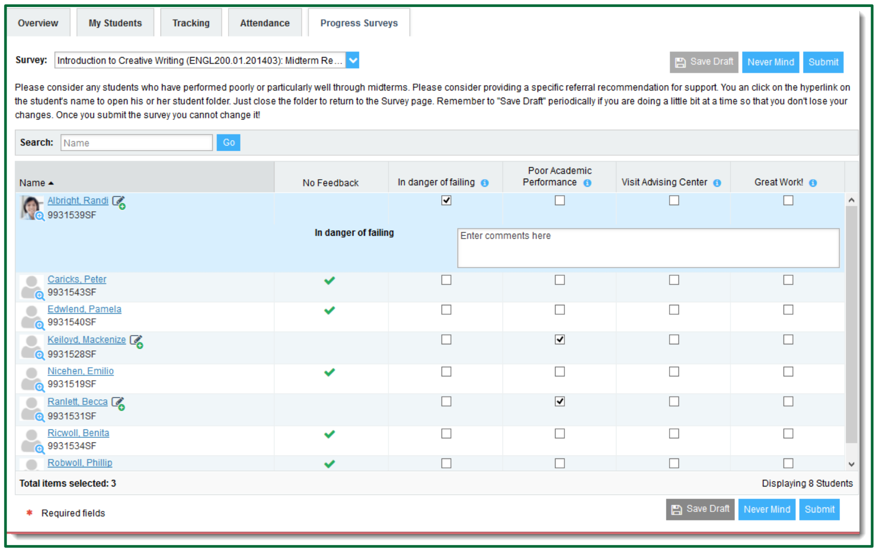
Respond to a Progress Survey for students in your courses

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

1. You can either follow the link in the email announcing the Progress Survey or select the progress survey link on your Starfish **Home** page to go the **Progress Surveys** tab. (This is only visible when you have active surveys needing your attention.)



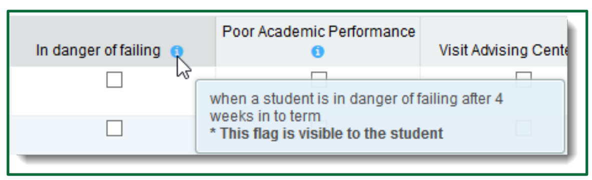
   The selected survey opens, listing your students on the left, and items you may raise across the top.



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 ( ) associated with an item to verify whether 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

Use the **Save Draft** option if you are not ready to submit your survey. Once you have submitted the survey *you will **not** have an opportunity to add to or undo the items you raised.* The flag/kudos will be automatically sent to university personnel who manages that type of concern, and in some cases, also to the student.

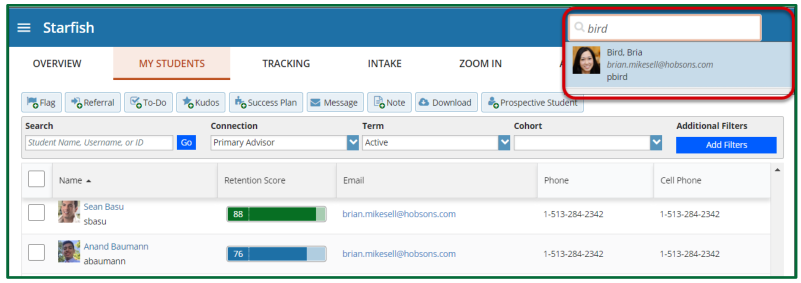
Notes:

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.

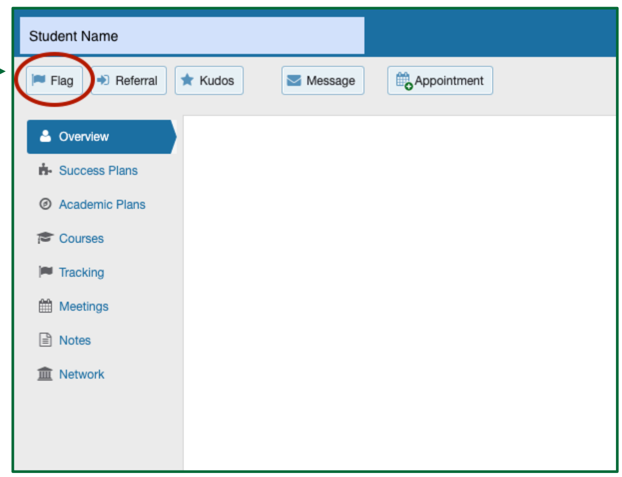
Watch the Respond to Progress Surveys video for a demonstration of this feature.

Raise a "Tracking Item" regarding one of your students

When you have a concern regarding a student, you may want to raise a flag, to-do, or referral to communicate your observations. You can also give your students Kudos to encourage them and to support their success. Appropriate individuals within the student's Support Network will be automatically notified when you save a Tracking Item. Tracking Items can be raised anytime, not just during active Progress Survey windows.

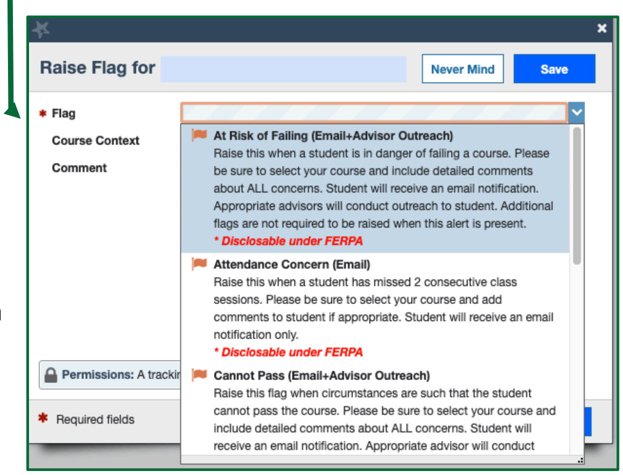


1. Click on the **Students** navigation item to see your list of students (if you have multiple sections that you teach, you can filter those further in the "Connection" box) or type the student's name into the **Search** box.



2. Click on the student's name to bring up the **Student Folder**.
3. Click the **Flag or Kudo** button.

   A list of flags or kudos that you have permission to raise on this student is displayed.
4. Select the desired **Flag or Kudo** from the list.
5. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box.
6. 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.

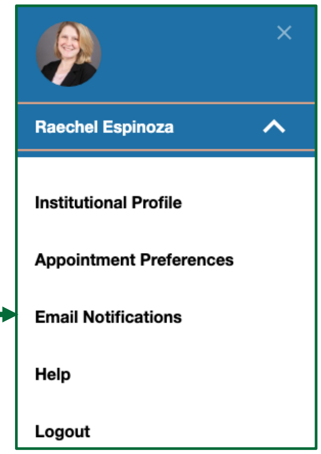
The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.

Frequently Asked Questions

How do I change how or how often 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:

- Updating your Profile (click here to watch a brief informational video on updating your profile).



How do I get more detail on a student?

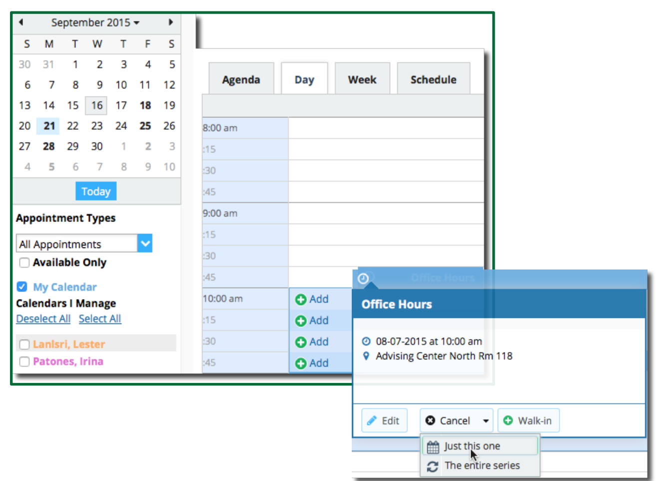
Click the hyperlink associated with the student's name wherever you find it to reach the **Student Folder**. (e.g. in the student list, on an appointment, or in a progress survey).

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().

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 ( ) 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")