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 Blackboard, Starfish will automatically display all students that you have been assigned or are enrolled in your courses. From there, you can begin raising flags about students, review flags that have been raised about your students, and provide additional information.

That’s it. Simple for you. Empowering for your students.

>> Setup Your Profile

Some of your profile, such as your contact information, is imported from Blackboard. Other parts of your profile, such as your biography, can be entered by you.

1. Click your Name link (upper right corner) in the Starfish navigation at the top of every page.
2. Enter a phone number and/or cell phone number, if you wish to share them.
3. You may enter an alternative address in the “Preferred Email” field. Select the address(es) where Starfish should send email and calendar events.
4. Upload your photo to help a student put a face to your name.
   a. Select the Upload Photo link.
   b. Browse for a photo on your desktop. Recommended file formats are JPEG, GIF, and PNG.
   c. Click the Upload Now button.
5. Complete the General Overview and My Biography sections.
6. Click the Save button.
**Setup Your First Office Hours Block**

On your first visit, Starfish will walk you through setting up your office hours, which enables a student to then schedule time with you. If you do not wish to provide online scheduling at this time, click **Dismiss**.

1. Indicate the day(s) you hold office hours.
2. Specify the start and end time for the day(s).
3. Set the location of the office hours. You will be able to setup multiple office hour locations in your profile later. Enter details such as building, room number or phone number. You can also enter special instructions such as a phone conference code.
4. Click the **Set up Office Hours** button.

To setup additional office hours or make any changes, click **Appointments** at the top of any page. Here you will find links to **Add Office Hours**, **Add Appointment** and **Add Group Session**. Or, use the **Scheduling Wizard** to map out your availability for an entire week or the entire term. Use the **Reserve Time** button to block times in your pre-scheduled office hours to prevent others from scheduling during times you are not available.

**Raise a Flag (Make a Referral, Create a To Do, Send a Kudo, Document a Note)**

When you have a concern with a particular student, raise a flag to communicate your observations.

1. Click on the **Students** navigation item to see all of your students. Make sure your connection is All My Students or a specific course.
2. Find the student you want to raise a flag for – by searching for their name or paging through the students. Click on the student’s name to bring up the student’s folder. *Note: Anywhere you see a student’s name as a link it will take you to his or her folder.*
3. When you click on the **Flag** button, a list of flags that can be raised and viewed by you is displayed.
4. Select the appropriate flag, enter comments and click the **Save** button.
5. The appropriate individuals will be automatically notified.
6. Use the appropriate button to make a Referral, create a To Do, send a Kudo and Message, or document a contact Note.

>> Flag Surveys

Flag Surveys are sent periodically during the semester for quick reporting of concerns, referrals, and kudos. You will receive an email reminder when there is a new survey for you to complete.

1. Click on the Students navigation item and then choose the Flag Surveys tab.
2. Check the boxes to raise concerns about certain students.
3. Click Submit when you are finished to raise the selected flags.

Note: You may be asked to submit more than one survey. They will be listed in a drop-down menu on the Flag Surveys tab.

>> Frequently Asked Questions

How do I cancel my office hours for one week?

Edit and cancel options will be shown when you click the icon on your dashboard or calendar. When you click on Cancel, select Occurrence to change just the current week’s office hours.

How do I get more detail on a student?

Anytime you see a student’s name as a hyperlink, in an email, on your dashboard or throughout various Web pages, this hyperlink takes you to the student’s folder. The student folder contains a) the student’s contact information, b) any appointment history with you, c) the grades recorded in the student’s online grade book, d) notes recorded by you or shared with you, and e) flags raised in Starfish.

How do I change how and when I am emailed by Starfish?

Starfish will email you a calendar appointment for each appointment you have the next day, and a daily summary of flag activity for your students. You can change these settings by clicking Profile, and navigating to the Email Notifications tab.

Having trouble? Want to learn more?
Contact studentsuccess@uis.edu