INSTRUCTIONS to FOLLOW UP on a raised Early Alert flag or Referral in STARFISH

Logon to Starfish, either through BlackBoard logon, or the stand alone link.

On your Starfish Home page, you should see a list of students for whom you raised a flag or made a referral.

*If you do not see the student in your list . . .*

Click on the Students tab at the top, then My Students tab immediately below.

In the Connection field, select your course from the list or select All My Students

The Term field should read: Active

In the Search field, type in the first few letters of the student’s last name, click Go

The students registered in your course should appear in the list

Locate the student for whom you wish to conduct a follow up

Click on the student’s linked name

Click on Notes (second row of gray tabs at the top)

Any notes that have been shared, including those you wrote, that you as an instructor have permission to view will be available

BEST PRACTICE NOTE: Raising an Alert Flag or making a Referral should be an action step in the process of identifying and intervening a potential roadblock to students’ academic success. A direct conversation, either in person or through email (or other electronic means) should always be a part of the identification/intervention process. Your communication should also be documented as a Note in Starfish (see Instructions to Notate in Starfish).