INSTRUCTIONS to make a SPEEDNOTE in STARFISH

This is a quick way to note a consultation with a student in Starfish. To use Speed Notes, the student must be enrolled in either your Starfish Advising Rel BLACKBOARD course or one of your academic courses or a BB organization course in which you are an instructor or TA and the appointment must be scheduled in Starfish, either by you or the student (if the appointment was scheduled in your Outlook calendar, you will need to record the meeting using the Note button on the Students tab).

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

Click on the Appointments tab at the top (next to Home).

Click on the blue Appointment button in the second row.

In the Add Appointment pop up box, on the Scheduling tab, Select the Student from the *With dropdown list (type in the first few letters of the last name to expedite the search).

Complete the *When and *Where fields (locations are set in your Starfish profile). Complete the *Reason field choosing the best fit. (You may send requests/suggestions for other types of Reasons to studentsuccess@uis.edu)

The Course field is optional.

Click on the Outcomes tab and enter the actual start and end time.

Click on the SpeedNotes tab. With a few clicks, you can record the topics discussed and activities completed in your meeting.

Click Submit. SpeedNotes by default are shared and can be viewed in the student’s profile on the NOTES tab.

If you prefer to include more detail, you may also create a note, using the blue Note button on the Students tab.

Click submit.