INSTRUCTIONS to Make a NOTE in STARFISH

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

Click on the Students tab at top.

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

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

Locate the student for whom you wish to raise a flag, make a referral, or issue a kudo

Check the box next to the student’s name

Click on the Blue Note button.

Select the type of note you would like to complete.

You may use the template provided or simply type your note. Remember other users have access to this information – the content should be informational, about the issue or concern, what solutions were developed, next steps and any follow up that may be schedule.

Click submit.