

Getting Started Guide for EARLY ALERT 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.

Getting started is easy. Accessible through your existing systems (often your Learning Management or Student Information system) Starfish will automatically display all students that you have been assigned or are enrolled in your courses.

ADD LOG IN INFORMATION FOR YOUR INSTITUTION HERE

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 3 common tasks in Starfish EARLY ALERT:

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Setup your Profile

Some of your profile, such as your contact information, is imported from your LMS or SIS. You have the ability to edit other parts of your profile, such as your biography.

 Click on your name in the Top Navigation bar and select the Institutional Profile tab.



 Edit your
 Phone and add an
 Alternate
 Email address if you would like Starfish to send email to an address in addition to your institution

email.

Please fill out as much of your prof	ile as possible; stud	ents will see this ir	formation.		
	_ Yasm	in Gold	[Last Login: 1:10 PM April 29, 2014]		
(ALE)	Login Page	Default Login Pa	age 🗸 🗸		
	Login:	yasminG	Institution Email: yasmin@starfishsollege.edu		
- 6	Phone 703	3-555-1212	Alternate schmidt_patty@hotmail.com Email	mobile Users 💡	
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	🗌 Display al	l time zones			

Select the **Both** radio button to receive email at both accounts.

- 3. 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.
- 4. Help students put a face to your name by clicking the **Upload Photo** link beneath the existing photo or photo placeholder.

Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.

5. Click the **Submit** button to save your changes.

Notes:

You may find the following Starfish Two Minute Tips helpful:

- Update your Starfish Profile
- <u>Update how you are emailed about Flags</u>

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 one course section on whom you can raise flags.

 Overview
 My Students
 Tracking
 Attendance
 Progress Surveys

 Survey:
 Introduction to Creative Writing (ENGL200 01 201403): Midterm Re...
 Y

 Select the progress survey link on your Starfish Home page to go the Progress Surveys tab. (only visible when you have active surveys).

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(A 🔊	dd Office H	ours	📸 Add A	ppoin	tment 🛛 📸 A	٨dd	Group Sessio	n 🌾 Scheduling Wizard	
Q Outstanding Progress Surveys: <u>Basic Composition (ENGL 111.04.201403</u> [Mulderm Results Survey, more									

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

 Check the box for each desired item/ student combination.

> Click the comments icon (^{CC}) to open a text box for your notes.

fer any students who have performed poorly or particularly well through midterms. Please of any students who have performed poorly or particularly well through midterms. Please of a student folder. First close the folder to return to the Survey page. Re nt's name to open his or her student folder. Just clo Once you submit the survey you cannot change it! Search: Poor Academic Performance Visit Advising Center 👩 Great Work! Name 🔺 No Feedback In danger of failing Albright, Randi Contraction (States) • In danger of failing 9931543SF Edwlend, Par 9931540SF Keiloyd, Mackenize • 9931528SF Nicehen, Em 9931519SF • Ranlett. Becca Ricwoll, Ber 9931534SF Robwoll, Phillip Displaying 8 Studen tal items selected: 3 Required fields 💾 Sa

Click the information icon (1) associated with an item to verify whether or not the student can view the flag and related comments.



 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

Once you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you aren't ready to submit your survey.

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 <u>Two Minute Tip on completing a progress survey</u> for a demonstration of this feature.

Watch the <u>Two Minute Tip on completing a progress survey</u> for a demonstration of this feature.

Raise a Flag on one of your students

When you have a concern with a particular student, raise a flag, to-do, or referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

- Click on the Students navigation item to see your list of students.
- Find the desired student by typing the name into the Search box.
- Click on the student's name to bring up the Student Folder.
- 4. Click the **Flag** button.

A list of flags that you have permission to raise on this student is displayed.

lome Appointments 🕶	Students 👻 Ser	vices 👻 Admin	Search for Students	Q	Yasmin Gold				
OVERVIEW MY STUDE	NTS TRACKING								
😽 Flag 🔹 Referral 🔄 To-Do 👘 Kudos 📩 Success Plan 😒 Send Message 🕼 Note 🗮 More 🗸									
Search	Connection	Term	Cohort	Additi	onal Filters				
randi Go	Major Advisor	 Ongoing 	✓		Add Filters				
Name :	Success Score - Er	mail	Pho	ne	mobile				
D Albright, Randi 993 Bess	46 <u>ra</u>	lbright@exellent.edu	888	-555-1212					



- 5. Select the desired Flag from the list.
- 6. If relevant, select a course from the Course Context, drop down list, and enter notes in the **Comment** box.
- 7. 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.

Raise Flag for Randi Albright Flag Attendance Concern Course Context Raise this when a student isn't attending class regularly In danger of failing Comment when a student is in danger of failing after 4 weeks in to term Poor Academic Performance Raise this when a student is not performing well in class across multiple factors Student View: The student can view this item and the notes entered above. Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s): Instructor Major Advisor TermRelationshipAdvisor Primary Advisor

Frequently Asked questions

How do I get more detail on a student?

Anytime you see a student's name as a hyperlink (e.g. in your student list, on an appointment or in a progress survey) this hyperlink takes you to the Student Folder.

Home	Students 👻	Services	Admin Q	Search for Students		Yasmin Gold	i 🚽 help support logou			
Overview My Students Tracking										
Flag 🔥 Kudos 🜌 Send Message 🕼 Note 🛆 Download										
Searc	h	Con	nection	Term	Cohort	A	Additional Filters			
randi		Go All I	My Students	Active	~	~	Add Filters			
O Na	me	Success \$	Score 🔺 Ema	il		Phone	mobile			
	Albright, Rand 9931 9SF	46	ralbr	ight@exellent.edu		888-555-1212				

How do I change how 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 this Two Minute Tip: Update how you are emailed about Flags



Where can I find information about flags raised on my students?

The **Tracking** tab within the **Students** area lists the flags (and kudos) that have been raised on your students. Use the filters provided to filter your list based on your connection to the students. For

example you can filter to your role as advisor vs. your role as instructor, or as an instructor to one of your specific course sections.

Overview My Students Track	ing						
👍 Resolve 😡 Comment 💄 Assig	n 🎼 Flag 🏠 Kudos	Send Message 🚺 Downloa	ad				
Student	View	Connecti	on	Cohort		Additional Filters	
Student Name, Username, or ID	Go Custom	Major Advi	sor	✓	~	Add Filters	
Student	Success Score	Item Name	Status	Created -	Assigned	Due	
O Nicehen, Emilio 9931519SF		Now Participation in Class	Active	09-29-2014 by Maitz, Don via Survey		^	
		Context: Introduction to Creative Writing (ENGL200.01.201403)					
Caricks, Peter 9931543SF	46	Poor Academic Performance	Active	09-29-2014 by Maitz, Don via Survey			
		Context: Introduction to Creative Writing (ENGL200.01.20	1403)			
Albright, Randi 9931539SF	46	Poor Academic Performance	Active	09-29-2014 by Maitz, Don via Survey			
		Context: Introduction to Creative Writing (ENGL200.01.20	1403)			

You can also go into the individual **Tracking** tab of any **Student Folder** to look at details of flags raised on that student. The details of what you see are based on your relationship to the student(s) and the privileges granted to your role.