Chrome or FireFox are the recommended web browsers. **Note**: If you are in Banner as faculty and as a student, you will need to log into Blackboard using: (Username = T#) and (Password = last 6 digits of your SSN).

Faculty Guide to Starfish

Log into Starfish using **Blackboard Learn**. You can access Blackboard from the Faculty & Staff tab on the LIT.edu website. Your USERNAME = your network login ID and your PASSWORD = Tnumber (use an uppercase T). If you are in the Courses Section, click on the **(1)** My Institution link (Right top section of the window). On the left menu bar you should now see the **(2)** Tools Pane, on the bottom of the list you will see the link for Starfish. Click on the word STARFISH **(3)**. If you have any issue with your Blackboard account please contact Jason Woodall at (409) 981-6817.

After clicking on the Starfish link, the Starfish Desktop will open from the **Home Tab (4)**. Here you will see the **System Announcements (5)** or any notifications regarding **Progress Reports that are due (6)**. The Desktop displays any **Recent Changes (7)** you made or any **Flags (8)** you Maybe responsible for managing.

Students Tab (9): Located at the top left of your window. Click on this tab to see your list of students or download your student list, take attendance, end a Kudos, Message, Note or add a Flag to a student(s). After clicking on the Students Tab, new tabs become available and the student list becomes Visible **(10)**. You can filter your Student list by your "connection" to the student.
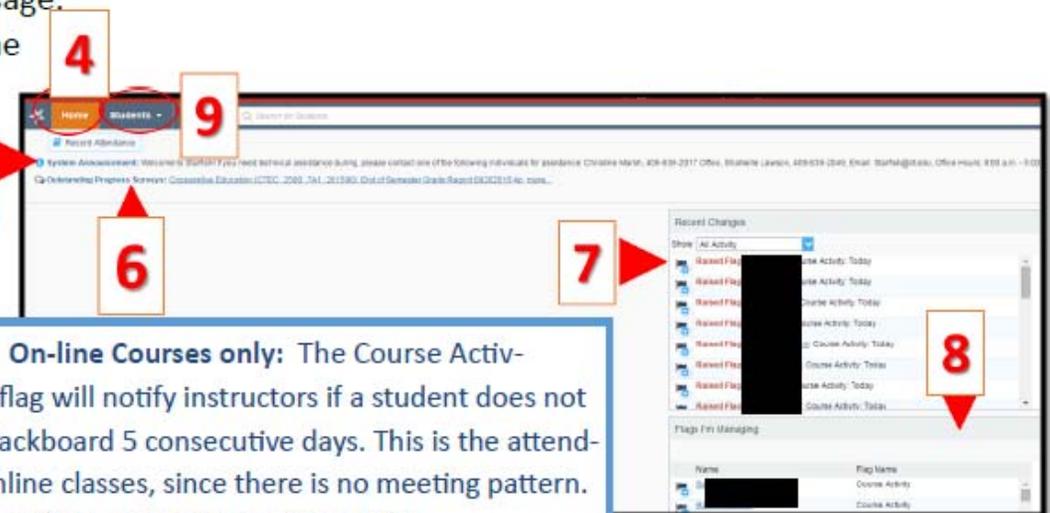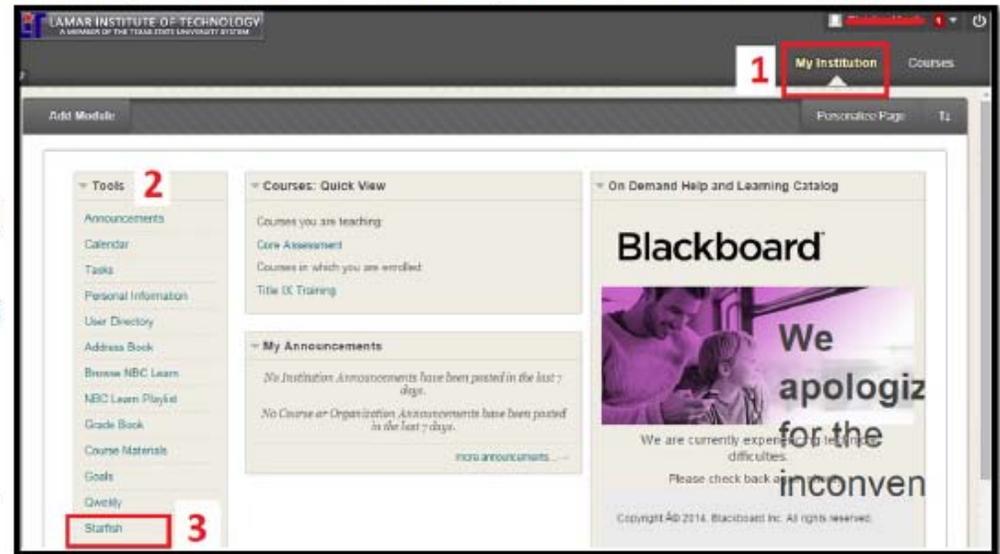
Attention: On-line Courses only: The Course Activity system flag will notify instructors if a student does not log in to Blackboard 5 consecutive days. This is the attendance for online classes, since there is no meeting pattern. This flag is available for online sections only.

Students Tab (filtering by "connection")

To filter students by "Connection" click on the **Connection** drop down arrow **(11)** then click on the course **(12)** to display students for a specific course.

To see students for only Fall 2015, click on the Term drop down arrow **(13)** then click on the term.
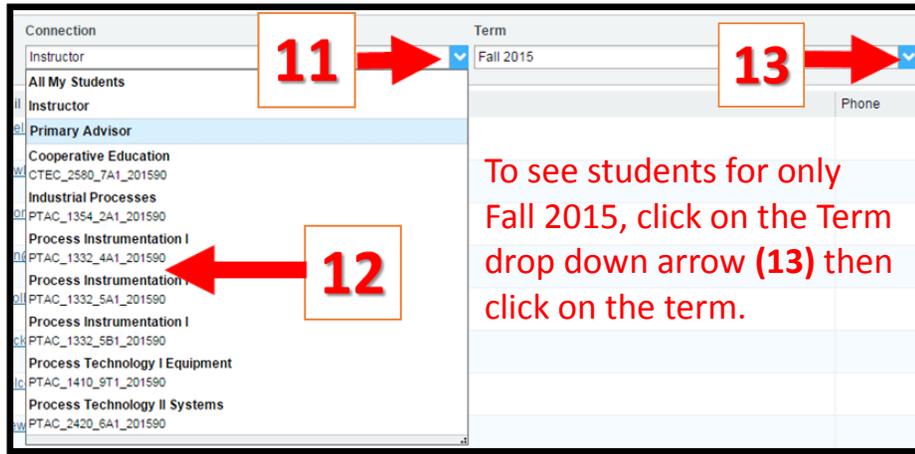
Note: Faculty members will have the Instructor Connection with students. Primary Advisors that are also instructors will have Primary Advisor display in the list. The Primary Advisor role will give you access to all students – not just your students. Select this option if you need to view students you are not connected to as an instructor.

If you are requested to respond to a Progress Survey you will see the notification on your Home page **(16)**. Click on the Progress Survey link to open the survey and complete the request. Click on Submit to complete the request.
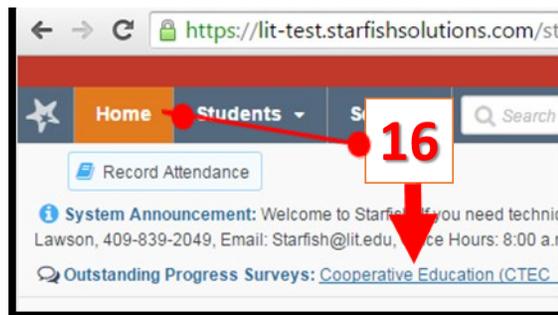

How to Record Attendance

To **Record Attendance** click on the Attendance Tab. At the start of each semester you will be asked to create your Class Schedule. Click on the **Class Schedule** button. The Add Class Schedule **(14)** window will display. *Select the days and time for the course*. Click on Submit. To create a class schedule for a different course update the Course Section in the Filter Students by section (to the right of the Screen **(15)**)with the course by clicking on the Drop Down and selecting the next course.
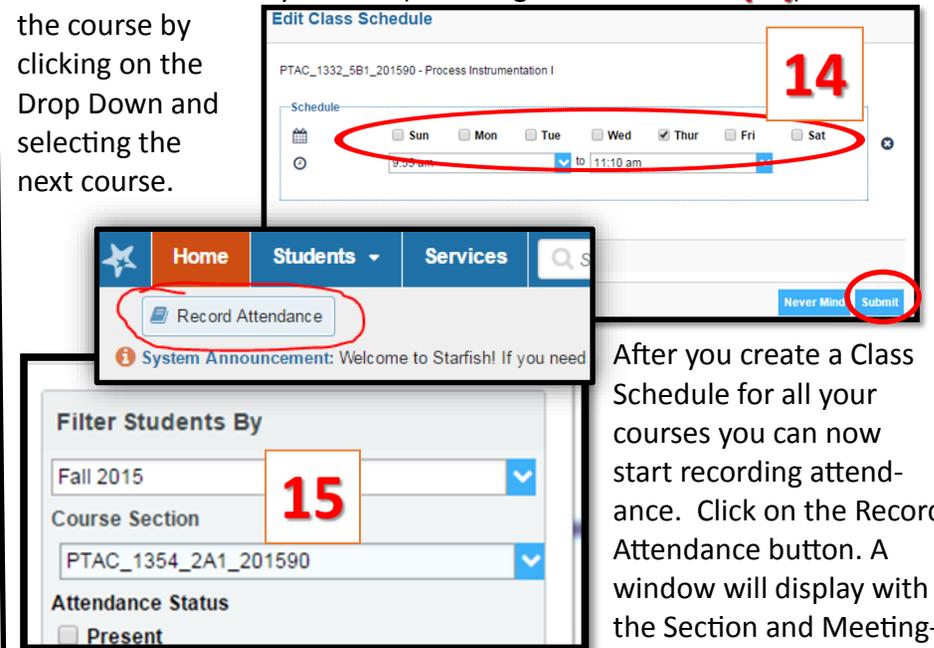
After you create a Class Schedule for all your courses you can now start recording attendance. Click on the Record Attendance button. A window will display with the Section and Meeting-Times. To change the course click on the Section drop down button and select the course, then Click on the Meeting Times drop down arrow to select the date you are recording attendance for. After these two selections are made the window will refresh with the list of students for that course and you can click on the circles to record Absent, Excused, or Tardy options. *Present* is preselected. Clicking on the Students Tab then the **Attendance Tab** will give users and option to **view or download the Attendance Report**. To pull the correct course, click on the **filter** options on the right menu pane.

Starfish EARLY ALERT Quick Look
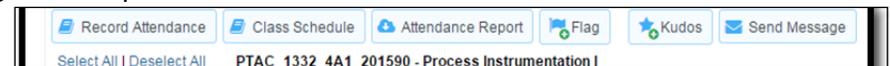
Your Profile

Click your name to open your Starfish Profile. There are two tabs:

- **Institutional Profile:** Contact information, photo (info students see).
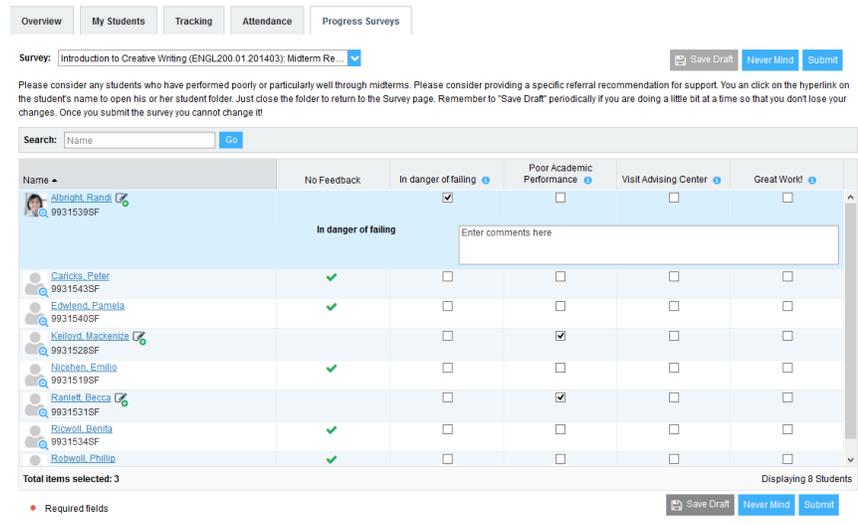- **Email Notifications**: Options for receiving tracking item emails.

Progress Surveys

Select the **Outstanding Progress Survey** link on the Starfish **Home** page.

- Check the boxes presented for each desired item/ student combination.

- Click the comments icon ( ) to add notes.

- Click the information icon ( ) to verify whether or not the student can view the flag.

> **Important Note:**
> Don't click **Submit** until you're done! You cannot modify a submitted survey. Use S**ave Draft** if you aren't ready to submit your survey.

Student Folder

Wherever a student's name is hyperlinked (e.g. in your My Students list, or in a progress survey) this hyperlink takes you to the **Student Folder**.

From here you can review student information, raise a flag or add a note.