

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. It also allows your students to easily book an appointment with you or someone else who can help.

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.

You can access Starfish in Canvas. If you do not have a Canvas account, use the following link for instructions: <http://www.ccp.edu/academic-offerings/online-learning/online-learning-support>

From there, you can raise flags about students, review flags that have been raised about your students, and provide additional information

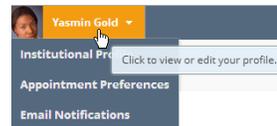
This guide will help you:

- Setup your Profile
- Respond to a Progress Survey
- Raise a Flag Manually
- Get more Detail about Students

Setup your Profile

Some of your profile, such as your contact information, is imported from your LMS or SIS.

1. Click on your name in the Top Navigation bar and select the **Institutional Profile** tab.
2. Help students put a face to your name by using the **Upload Photo** link beneath your existing photo or placeholder to upload a photo.



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

3. Edit your **Contact Information**. At CCP, we do not offer an alternate email.

Please fill out as much of your profile as possible; students will see this information.



Upload Photo

Yasmin Gold

[Last Login: 1:10 PM April 29, 2014]

Login Page: Default Login Page

Login: yasminG Institution Email: yasmin@starfishcollege.edu

Phone: 703-555-1212 Alternate Email: schmidt_patty@hotmail.com

mobile: Send my correspondence to:

Video Phone:
 Institution Email
 Alternate Email
 Both

Time zone: (GMT-05:00) Eastern Time

Display all time zones

4. Double check that the **Time zone** selected matches your time zone.

5. For **General Overview**, provide information about how you can help students if they visit your office and for **My Biography** section to let students know

General Overview

A general message should go here. Tell people how you can help them during your office hours.

I teach English Composition and Creative Writing and am also an advisor. Please feel free to stop by or schedule a meeting during my posted office hours. When you sign up for your meeting, be sure to select the reason that best describes what you'd like to talk about. I can help you think through topic choices and outlines and help connect you to reference materials particular to your chosen subject. I can also help you decide which English courses are the best options to meet your degree requirements and career aspirations.

My Biography

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they know a little about you.

I came to Excellent University in 2011. My research and teaching interests include twentieth-century and contemporary American literature and documentary film and the use of historical fiction as a teaching support in elementary education. In my free time I work with several local organizations focused on promoting literacy and creative writing for youth. I completed my undergraduate studies at Indiana University of Pennsylvania, and my graduate and doctorate degrees from Carver Mason University in Virginia.

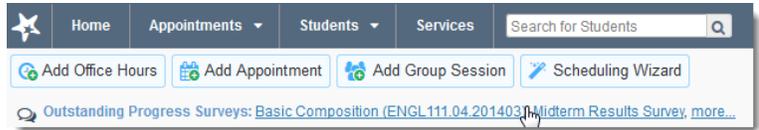
a bit more about you. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they know a little about you.

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

Respond to a Progress Survey for students in your courses (Faculty)

Starfish Connect is a tool to raise academic early alert flags, give kudos and make referrals to campus services. Progress surveys will be sent out at the 20% point in the term. Starfish Connect is not used to report 20% attendance or mid-term grades. **20% attendance and mid-term grades are reported in Banner**. You will receive an email reminder when there is a new progress survey for you to complete. Each individual survey presents a student roster for one course section on which you can raise flags.

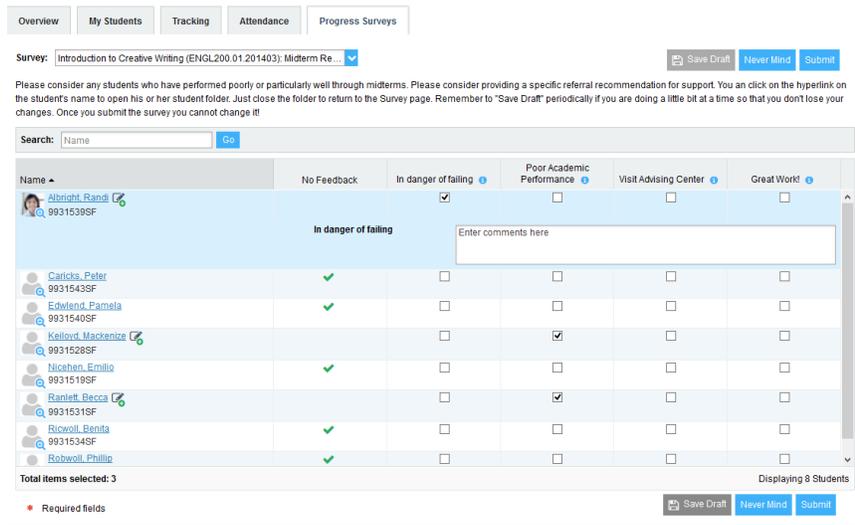
1. Select the progress survey link on your Starfish **Home** page to go the **Progress Surveys** tab. (only visible when you have active surveys).



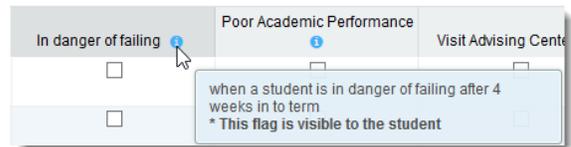
The selected survey opens, listing your students on the left, and items you may raise across the top.

2. Check the box for each desired item/student combination.

Click the comments icon (📝) to open a text box for your notes.



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



3. 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.

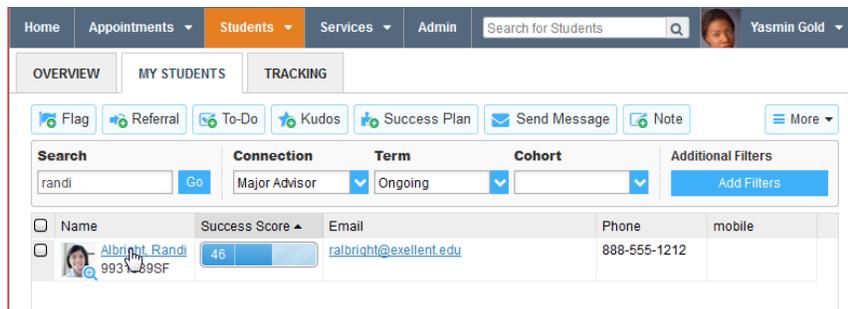
Notes:

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.

Raise a Flag on one of your students (Faculty)

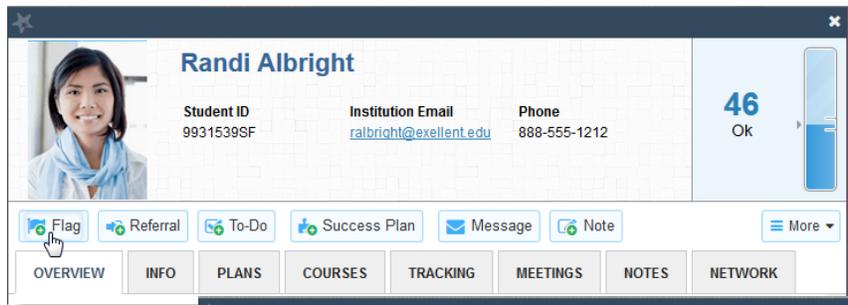
Progress surveys will be sent at the 20% point of the term but you may raise a flag, give a kudo or make a referral at any time manually. When you have a concern with a particular student, use Starfish Connect to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

1. Click on the **Students** navigation item to see your list of students.



2. Find the desired student by typing the name into the **Search** box.

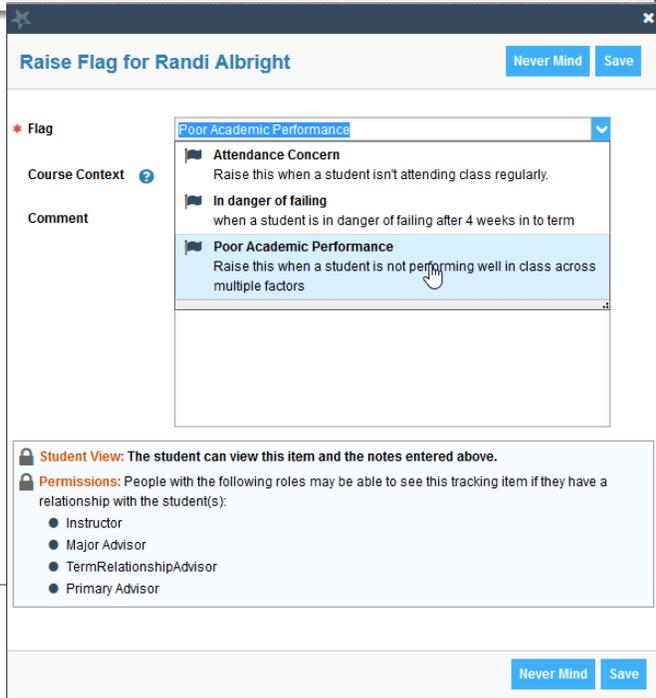
3. Click on the student's name to bring up the **Student Folder**.



4. Click the **Flag** button.

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

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:**

You may use the same process to give a **Kudo** to a student or to make a **Referral** to campus support services.

The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.

Flags	Kudos	Referrals
Attendance Concern	Keep up the good work	Counseling*
Missing/late assignments	Showing improvement	Learning Lab**
Low quiz/test grades	Outstanding Academic Performance	Advising
General concern		Financial Aid
In Danger of Failing		Library

*There are three options for referrals to Counseling: Career/Transfer, Emotional/Personal, and Academic/Classroom Concerns. Please choose the one that seems most appropriate.

**There are five options for referrals to the Learning Lab: General Learning Lab, CIS, Math/Business, Reading/Writing, and Science

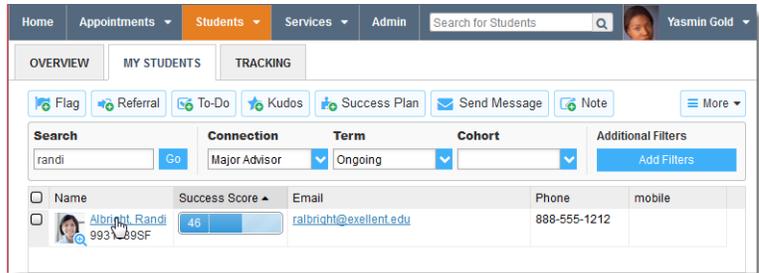
In Danger of Failing, Showing improvement and Outstanding Academic Performance will not appear on 20% progress surveys; however, these flags can be raised manually at any time. 50% point in the term is the recommended time to raise the In Danger of Failing flag.

When referrals are made, students will receive both an email from you indicating that you have made a referral and an automated email from the relevant campus support service office indicating that they have received a referral and encouraging the student to visit. Efforts will also be made to reach out to students beyond the automated email. **In the event a referral to counseling is of an emergency nature, please contact the Counseling Center immediately. If time or the situation permits, a referral can be entered into Starfish. Do not** use Starfish Connect to communicate the following: Serious behavior disruption (use the behavior reporting form in MyCCP>Employee>Administrative Forms and Links) or concerns about disabilities (call the Center on Disability).

Frequently Asked questions

How do I get more detail on a student?

Click the hyperlink associated with the student's name wherever you find it to reach the **Student Folder**. (E.g. in the student list, on an appointment or in a progress survey).



If you have additional questions or need technical assistance with Starfish Connect, please send an email to Starfishconnect@ccp.edu or go to the Starfish Connect Resource Webpage on the College's website.