



Getting Started Guide Starfish Role: Faculty

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.

LOGIN "one of three ways": <u>Starfish Webpage</u> or <u>myNVC page</u>, and/or through <u>Canvas</u>.



Starfish and Canvas Integration for Instructional Faculty: Starfish will appear in your Course Navigation by default. *Note, if you disable Starfish, students will not see Starfish in Canvas. Students would then have to access Starfish through the Starfish Webpage or myNVC page.

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 four common tasks in Starfish:

1.	Setup your Profile	. 2
2.	Setup your first Office Hours block	. 3
3.	Respond to a Progress Survey for students in your courses	.4
4.	Raise a Flag on one of your students	. 5

Frequently Asked questions	.6
How do I change how I am emailed by Starfish?	. 6
How do I get more detail on a student?	. 6
How do I cancel office hours?	. 6

Setup your Profile

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

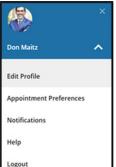
- 1. Click on your name in the Top Navigation bar and select the **Edit Profile** tab.
- Help students put a face to your name by using the Upload Photo link beneath your existing photo or placeholder to upload a photo.
 Browse to a photo file (.jpg, .png, or .gif), and then click the Upload Now button to update your photo.
- 3. Select the **Preferred Login Page** from the dropdown.
- Toggle the Share Links option(s) if you would like to share your appointment and/or profile link with students and staff.
- 5. View and update your Contact Information.
- 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.
- Add information to the About section to let students know a bit more about you. This information displays to students who can make appointments with you in Starfish.
- 8. Click the **Submit** button to save your changes.

Notes: For more information and additional profile settings, reference the <u>End Users' Guide</u> to <u>Connect</u>. You may also find the following videos helpful:

- Update your Starfish Profile
- Update your Office Hours
- Update your Email Notifications

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	Don Mait	Z Institution Email Don.Maitz@starfishcollege.test				
Profile Se	ettings Page and shared links.					
Preferred Login F	Page					
Default Login Page						
Share Links Share your appointment and/or profile link with students and other staff members.						
Show Me How	w an appointment with me hsolutions.com/starfish-stage	e V/dl/instructor/serviceCatalog.html?bookmark=connection/4238/sc				

About
Customize your Biography and General Overview
Title
Will display to students to help them identify your services.
My Biography
Tell students about your educational background, areas of research, or other information about your expertise.
I spent 15 years in industry after receiving my PHD. Much of it was with the Smithsonian and the US Government.
General Overview
Tell students what help you offer during office hours and/or directions to your office.
I welcome students to my office. I often help with career discussions, internships, and graduate school selection. Of course, I will gladly help you with assignments and papers as well.



Setup your first Office Hours block (*optional feature for faculty)

The first time you log in to Starfish, Starfish will provide a 'wizard' to walk you through setting up your office hours, which enables students to schedule time with you. If you do not wish to complete the wizard just yet, check the box labeled "Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours", and then click the Close button.

≡ Starfish	Q Search for Students
6 System Announcement: Fall course approvals are required for registration and must be in by the en	d of the month.
Starfish provides a simple and efficient way for people on campus to schedule time with one another; whether that time is face-to-face, over the phone, or even online. All you have to do to get up and running in Starfish is complete the information on the right, which lets people know when you will be available during the term. Then others on campus will be able to schedule appointments with you electronically. It's that easy! Once you've signed up, you can elect to receive email notifications informing you about your upcoming meetings. Each notice will include the reason for the visit, the person's picture if available, and a link to their profile. A well-connected campus is a better campus, so start using Starfish now!	Office Hours Setup Wizard To schedule an appointment, click here. If your office hours don't repeat weekly, click here. Go ahead and get started by adding one time block for now! You can always add more later. 1. What day(s) do you have office hours? M T M T F S 2. What time are your office hours? Enter Start Time to Enter End Time 3. Where are they? Type in an office location Instructions Knock once and enter Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours

If your office hours are different week to week, follow the "**If your office hours don't repeat weekly**, **click here**" link.

If your office hours recur:

- 1. Complete the fields presented to specify:
 - What day(s) do you have office hours? check the boxes for each day.
 - What time are your office hours? enter a start and end time.
 - Where are they? select the Type of setting and enter the Details in the field provided (e.g. the building and room number of your office). If relevant, provide Instructions for students who make appointments with you.
- 2. Click the **Set up Office Hours** button to save your office hours.

Notes:

To setup additional office hours or make any changes, use the buttons on your **Home** or **Appointments** page to **Add Office Hours, Add Appointment, Add Group Session, Event, Reserve Time** or use the

Scheduling Wizard.

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29	30	1	2	3	4	5							
6	7	8	9	10	11	12	Agenda	Day	Week				

Each of these options is discussed in greater detail in the <u>End Users' Guide to Connect</u>. You may also find the <u>Update your Office Hours</u> video helpful.

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.

My Students Tracking Attendance Progress Surveys

Please consider any students who have performed poorly or particularly well through midterms. Please consider pro

Introduction to Creative Writing (ENGL200.01.201403): Midterm Re ... 🗸

Search: Name

Albright, Randi Constanti Page 9931539SF

Caricks, Pete 9931543SF

Edwlend, Pamela 9931540SF

Nicehen, Emilio 9931519SF

Ranlett, Becca 9931531SF Ricwoll, Benita 9931534SF

Robwoll, Phillip

Required fields

Keilovd, Mackenize 9931528SF

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

Starfish
 Goffice Hours
 Appointment
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 System Announcement: Fall course approvals are required for registration and must be in by the end of the month.
 Outstanding Progress Surveys: General Biology II (SCI-BIOL201-600-201802): 3 Ouestion Flag Survey, more...

he student's name to open his or her student folder. Just close the folder to return to the Survey page. Remember to "Save Draft" periodically if you are doing a little bit at a time so that you don't lose you hanges. Once you submit the survey you cannot change it!

In danger of fail

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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 () to open a text box for your notes.

Click the information icon (1) associated with an item to verify whether the student can view the flag and related comments.

In danger of failing 🍳	Poor Academic Performance	Visit Advising Cente
	when a student is in danger of f	ailing after 4
	weeks in to term * This flag is visible to the stud	ent 🗌

•

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ding a specific referral recommendation for support. You an click on the hyperlink o

😩 Sa

Great Work!

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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 are not 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>Respond to Progress Surveys</u> video for a demonstration of this feature.

Raise a Flag on one of your students

When you have a concern with a 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.

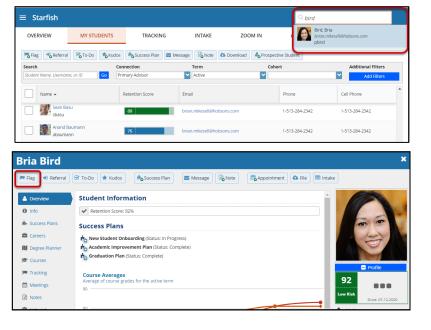
A list of flags that you have permission to raise on this student is displayed.

- 5. Select the desired **Flag** from the list.
- 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.



∗ Flag	Attendance Concern							
Course Context	Attendance Concern							
Due Date	**E-mail student will receive Examples: Student has missed two consecutive class sessions and their lack of attendance is							
Assignee 🕜	the source of their academic issues. Dept responding: Admissions/Records							
	Behavioral Concern **Raise this flag to indicate any behavioral concerns you have regarding a student. No email is sent to the student. Email is sent to support staff for follow-up.							
Comment	Class Absences Raised when a student misses large number of classes. Please meet with your adviser adviser to discuss an action plan for improved attendance.							
	Emergency Financial Aid (SEAS) The Student Emergency Aid Society (SEAS) Fund was established to support emergency and/or exceptional needs for students.							
	ENG 102 Gateway: Low Test/Ouiz Scores							
 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 Primary Advisor Gold, Vvette 								

Frequently Asked Questions

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 **Notifications** tab of your **Profile** to modify details of how and when you receive these notifications. For more information see:

Updating your Profile

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).

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How do I cancel <u>office hours</u> (*optional feature for faculty)?

Cancel one occurrence

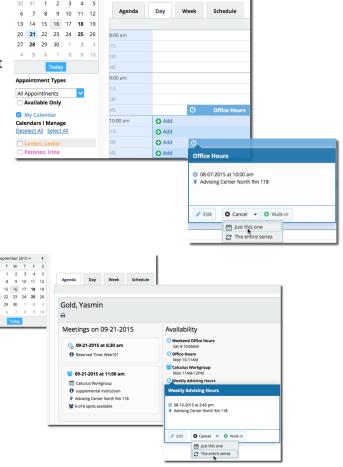
Select the day from the calendar, and *hover* (don't click) over the icon associated with the **Office Hours** on the desired day(⁽²⁾).

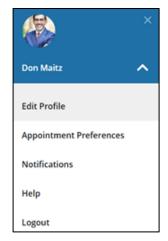
Click the **Cancel button** and select, **"Just this one"** from the pop up **Office Hours** card presented.

Cancel a series

From the **Agenda** view, *hover* (don't click) over the **Office Hours** icon (²) next to an office hour title.

Select **Cancel** from the pop up **Office Hours** card presented. (If the day you have selected on the calendar includes an occurrence, you will have the option to cancel "Just this one" or "The entire series")

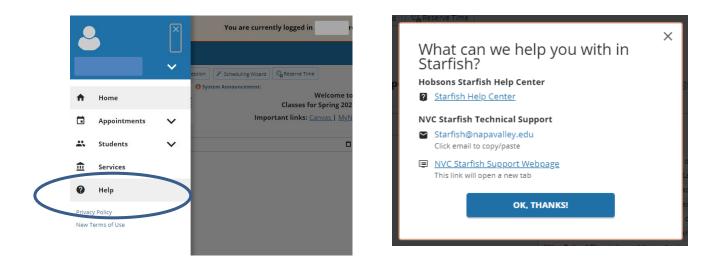




NVC Starfish Help Desk

Visit our NVC <u>Starfish Help Desk Webpage</u> on our Starfish Webpage for Contact Hours, Submitting a Starfish Support Ticket or how to contact us via email: <u>Starfish@napavalley.edu</u>

You also have a Help feature in the Starfish Early Alert System. Click on the hamburger menu and click Help.



Hobsons Starfish Help Center

For in-depth resources on the Starfish Early Alert System, you can access the Hobsons Starfish Help Center through your hamburger menu by selecting Help > Hobsons Starfish Help Center.

	Profile Ir	nteract with Students Degree Planner Service Catalog	& Kiosk Analytics & Intervention Inventory
Search			٩
Starfish Help Cen	ter		0 3
Account Profile	Attendance & Student Performance	Degree Planner & Academic Plans	Flags, Kudos, To-Dos & Referrals
Intervention Inventory (SSMx)	Meeting Management	Office Hours Management	Operational Analytics
Service Catalog & Kiosk Management	Strategic Analytics	Student Information Find & Manage	Student Intake Form
More Resources			
Compass Community	FAQ	Specifications	Video Library

Starfish Early Alert Training Opportunities

Starfish Training dates/times are listed on our <u>Starfish Webpage</u>. You can view the list of dates/times of the training sessions available and register to attend.

*Note: Starfish Training Sessions are setup by Role.