Great Basin College Starfish Instruction Guide: Phase One

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Setup your first Office Hours block

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.

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:

If you need to setup additional office hours or make any other changes, use the buttons on your **Home** or **Appointments** page to add **Office Hours, Appointment, Group Session, Reserve Time** or use the **Scheduling Wizard.**

Setup your Profile

1. Click on the **Menu** icon in the upper left corner, then click on your name in the tab that appears 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.
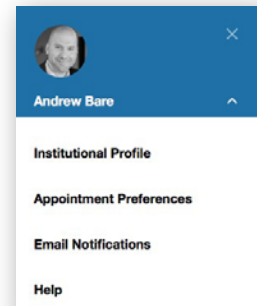

3. Edit your **Phone** and add an **Alternate Email** address to have Starfish send email to an address other than your institution email. Select the **Both** radio button to receive email at both accounts.

4. 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.

5. Add information to the **General Overview** and **My Biography** sections to let students know a bit more about you.

   This information will appear to students who can make appointments with you in Starfish.
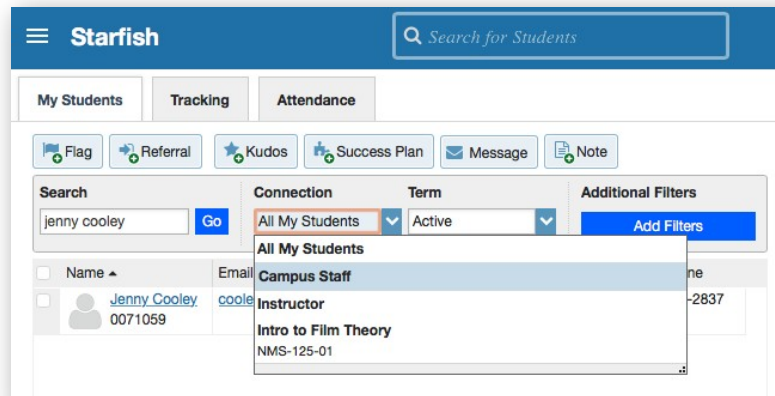

6. Click the **Submit** button to save your changes.

Finding a Student

When you have a concern with a particular student, raise a flag or referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item. Finding a student in order to raise a flag, referral, or kudos (to recognize good work) involves a few steps.

1. Click on the **Menu** icon in the upper left corner of your screen. Then click on the **Students** link.

2. If you are not already in the **My Students** tab under **Students**, click on that tab.

3. You should see four fields at this point: **Search, Connection, Term,** and **Additional Filters**. You have a few options to locate students using these fields.

4. If the **Connection** dropdown is set to **All My Students** and the term is set to **Active**, this is actually referring to all current students on campus. If this is selected you can search for any student on campus in the search field even if you are not their current instructor or advisor.

5. If you click on the **Connection** dropdown you'll see you can narrow students down to a list of all students to whom you are an **Academic Advisor, Instructor**, or even just display students from one specific course. As long as the **Term** field is set to **Active**, you will see all current courses and the students enrolled in them.

6. See Pages 5,6,and 7 for next steps on raising flags, referrals, and kudos.

Raise a Flag on one of your students

When you have a concern with a particular student you may want to raise a flag to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

1. Locate the student you need to raise a flag on (See page 4 for help on this)

2. Select the check box to the left of the name of your student.
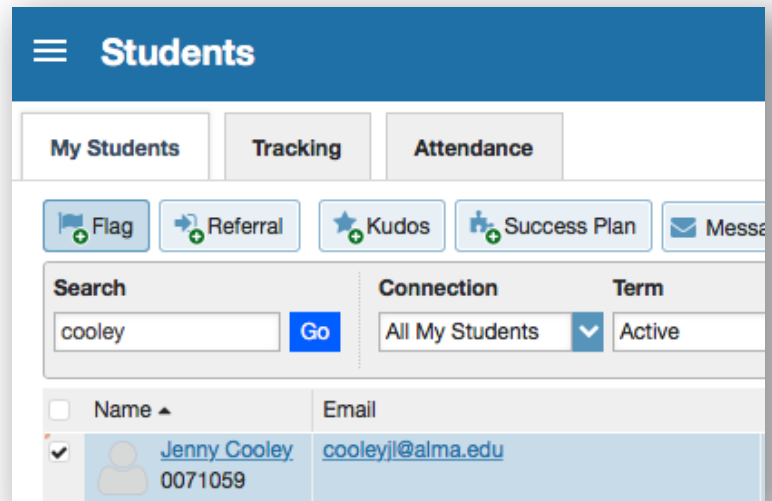
3. Click the **Flag** button.

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

4. Select the desired **Flag** from the list.

5. If relevant, select a course from the **Course Context** drop down list, and enter notes in the **Comment** box.
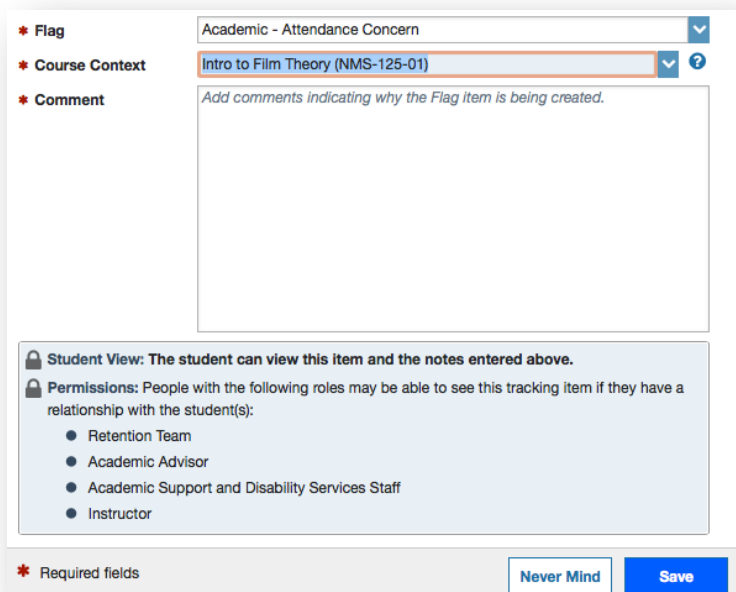
6. Click the **Save** button.

Notes:

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.
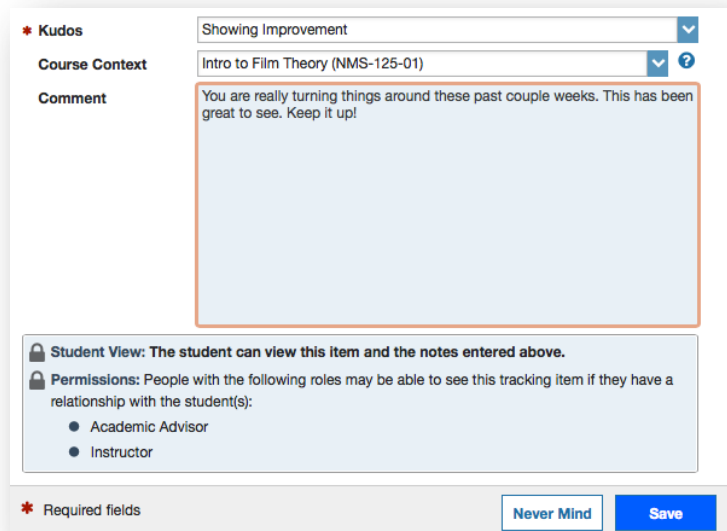
Award a Kudos to one of your students

When you would like to recognize a student for academic achievement or improvement you can do that with Starfish as well. Kudos can be seen by the student they are awarded to as well as their academic advisor.

1. Locate the student you need to raise a flag on (See page 4 for help on this)

2. Select the check box to the left of the name of your student.

3. Click the **Kudos** button.

   A list of kudos that you have permission to award to this student is displayed.

4. Select the desired **Kudos** from the list.

5. Select a course from the **Course Context** drop down list, and enter notes in the **Comment** box.

6. Click the **Save** button.

Submitting a Referral

If you believe a student would benefit from a referral to Library Services (assistance with references and research), Academic Success Center (assistance from a tutor on their course work), or the Admissions & Records (assistance with dropping a class) you can create a referral. When you create a referral, the student will receive information on the referral and next steps to get help while the service that you referred will receive information on the student to assist them in reaching out to the student about the help they can provide.

1. Locate the student you need to raise a flag on (See page 4 for help on this)

2. Select the checkbox next to the student's name and click on the **Referral** button.

3. From the **Referral** dropdown menu, select the service you would like to refer the student to.

4. In the **Course Context** dropdown choose the course that you are referring the student for help in.

5. In the **Comment** section add context for why you are creating the referral. Keep in mind that both the student and staff at the service you are making the referral to will be able to see these comments.

6. Click on **Save**. Your referral has now been submitted.
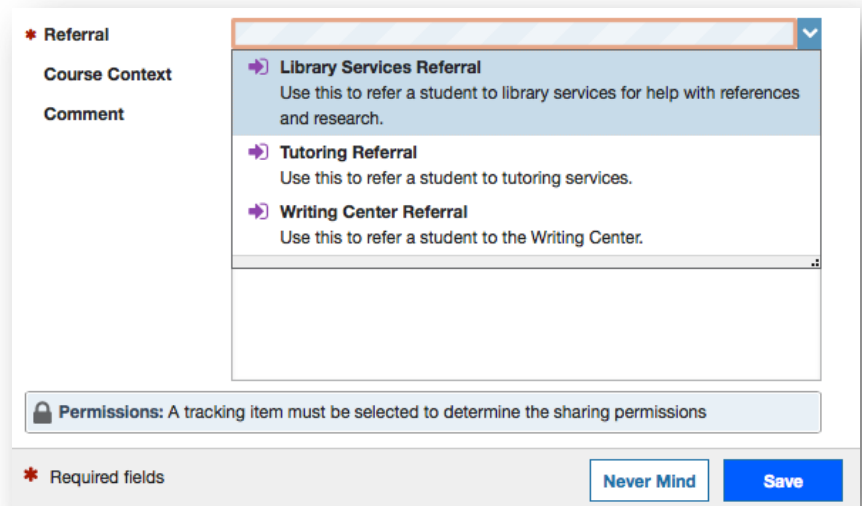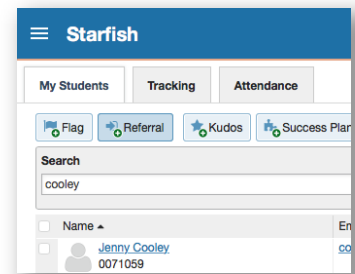
# Respond to a Progress Survey for students in your courses

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.

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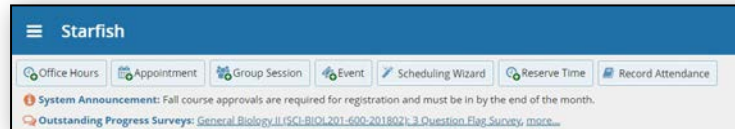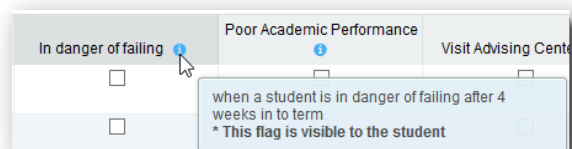

   The selected survey opens, listing your students on the left, and items you may raise across the top.

2. Check the box for each desired item/ student combination.
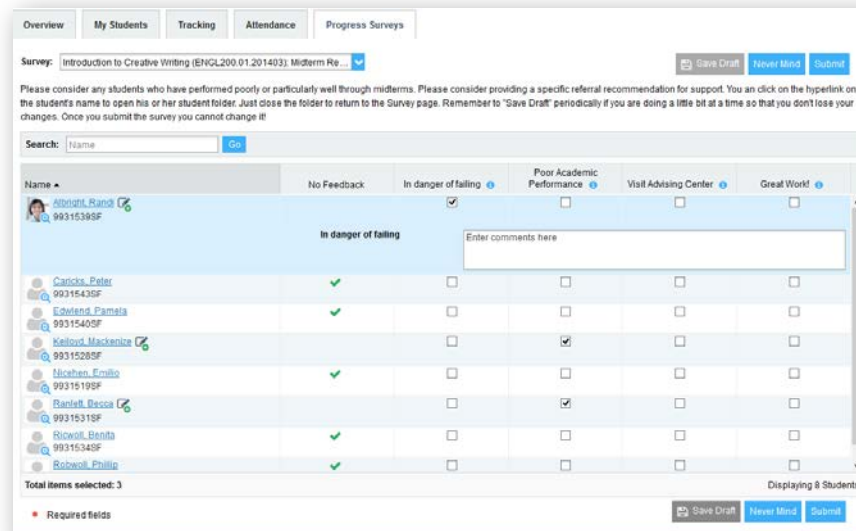
   Click the comments icon ( ) to open a text box for your notes.

   Click the information icon ( ) 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.

Setting Up Advising Meetings

You also have the option of setting up Advising Meetings on Starfish. You can indicate when, where, and for how long you'll take individual appointments. Students can sign up for those appointments through a first come, first serve process.

1. Click on the **Menu** icon at the top of your screen. Then go to the **Appointments** link in the drop down. Select the **Office Hours** link.

   The **Add Office Hours** window will pop up on your screen. This is where you will enter all of the information on when and where you will be offering Office Hours.
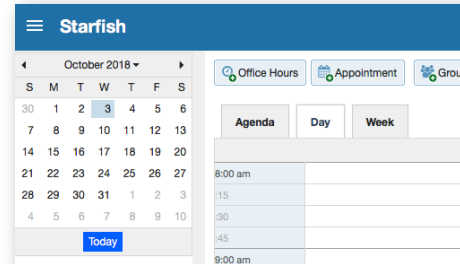
2. In the **Add Office Hours** window add the title **Advising Meeting.** Choose **Once** unless you'd like the advising meeting time to repeat. Enter the date for the advising meetings.
   In the **Where** section add the location of the meeting as well as any special instructions. Under **Office Hours Type** choose Scheduled Appointments Only.

   In the **How Long** section, choose the minimum and maximum length of time you are allowing each student to sign up for. These can be the same if you want to allow students to sign up for one specific length of time.

   Click the **Submit** button once you are finished adding any additional instructions.

3. If you click on the **Day** tab under **Appointments**, you can see the meeting signups you just added. Students will be able to see these and sign up for a meeting when they log in to Starfish.