

# The Star Thrower

A man saw a boy collecting starfish and gently throwing them into the ocean.

“The tide is going out. If I don’t throw them back, they’ll die,” explained the boy.

“But look,” the man said. “There are miles and miles of beach and hundreds of starfish!”

The boy picked up another starfish, threw it into the surf, smiled at the man, and said:

**“I made a difference for that one.”**





# Starfish Instructor/Advisor Training



# Agenda

- **Our Goals**
  - Measuring Success
- **Starfish**
  - What is Starfish?
  - Workflow
  - Expectations
  - Hands-On Tour
- **Wrap Up**
  - Support

# Goals and Measuring Success?

- **Short Term**

- Participation in Starfish – **Pilot** Fall 2016
- Increased participation in improved Early Alert process – More automated, Less manual
- Increased and prioritized advising/communication with students
- Streamlined referrals to resources

- **Longer Term**

- Increased year-to-year persistence/retention
- Increased certificate and degree completion
- Improved cross-departmental notes system

# What is Starfish?

## Starfish **EARLY ALERT**™

### Learn More, Earlier, About Your Students

- Student concerns can be flagged when observed or through periodic **faculty friendly progress surveys**
- Kudos can be raised on students to provide positive feedback
- Referrals and recommendations can be directly communicated to the student
- Appropriate personnel are informed when concerns (flags) are raised
- Provides opportunity to prioritize outreach to students and advisees

## Starfish **CONNECT**™

### Make it Easy for Students to Engage

- Each student has personal “My Success Network” of instructors and staff
- Service catalog of available campus support resources.
- Kiosk feature for services
- Simple appointment tools that sync with Outlook calendars
- Capture notes, tasks, referrals and Success Plans

**Priority = Participation in Progress Surveys**

**Starfish Success is largely dependent on the faculty feedback. Progress surveys will prompt you to share how students are progressing in your classes. Automatic workflows will then occur.**

# 3 Easy-to-Use Tools in Starfish



## 1) Progress Surveys- twice per semester (early term and midterm):

- Easily raise flags for students of concern in your course sections.
- Congratulate students who are exceeding expectations with kudos.
- Create referrals for students who would benefit from additional assistance.

**First 3 Week Survey - Announce 9/12/16 – Launch 9/15/16 – Due 9/23/16**

- **Will include “Attendance Concern”, “Missing/Late Assignments”, “Tutoring Referral”, “Keep Up The Good Work” (KUDOS ARE IMPORTANT!)**

## 2) Manually provide feedback:

- Raise flags, kudos, referrals, to-do's as appropriate, aside from scheduled progress surveys.

## 3) Student Information- via Student Folder:

- Provides comprehensive view of student info, notes, success network, etc.

**IMPORTANT: Initial comments when raising a flag are viewable to students**  
***These comments should be used as a DIALOGUE with the STUDENT.***



# Specific Expectations

## Instructors

- Submit Progress Survey when emailed.
- Raise and clear flags when appropriate.
- Refer students to services and resources on campus

## Assigned Advisors

- Receive email notifications from Starfish.
- Notifications will allow you to **prioritize** outreach efforts with advisees and record actions in Starfish:
  - Schedule appointments and record meeting outcomes
  - Clear flags (when action is taken)

## Student

- Receive and respond to email notifications when flagged.
- Contact instructor directly or appropriate referral resource.
- Take action based on recommended “to-do’s”
- Utilize online appointment scheduling (if available)

## OPTIONAL

- Complete your Profile so students know more about you.
- Establish appointment availability via office hour blocks. (If you set office hours, students will be able to schedule appointments via Starfish)





# Our Tracking Items

SEE HANDOUT



# 4 “FLAGS” WITH NETWORK OF SUPPORT



-  Attendance Concern
-  In Danger of Failing
-  Low Quiz/Test Scores
-  Missing/Late Assignments

- ✧ C.A.R.E. Mentor (soon to be added)
- ✧ Student Success Coach
- ✧ Veteran’s Coordinator
- ✧ PTK Advisor
- ✧ Assigned Advisor
- ✧ Instructor

- Any role attached to the student can assign flag to self and take action.
- You will be emailed when a flag is assigned to another role.
- Flag is “resolved” once action is taken, not when student responds to action.
- Flags also can be resolved in bulk at the end of the semester.

**GOAL – Reach those who need help the most! 😊**



# Hands-On Tour

# Login to Starfish – Single Sign-On

**myCommNet**


[my Library Info](#) | [Special Programs](#) | [Support and Training](#) | [College Resources](#) | [Luminis Admin](#)

**Access College Email**

**Access Your Faculty/Staff Email: Outlook Web Access (OWA)**


[Launch Outlook Web Access](#)


[You can also access your college email directly with your NetID and password via this link.](#)

 **myCommNet Emergency Alert System**

**[myCommNet Alert](#)**


- **Emergency notifications** to students, staff, and faculty
- Contact can be via text, cell/home phone, and email
- Click the link to keep your emergency contact information up-to-date. (Note: myCommNet Alert updates do not update personal information in Banner Self-Service.




 **Starfish Access**

**[Starfish Login](#)**


Starfish allows faculty, staff, and current students to easily connect, find resources, and communicate to help promote overall student success at Asnuntuck Community College.




 **Access Banner Self-Service**

**[Banner Student & Faculty Self-Service:](#)**

- Course registration, add/drop classes
- Degree requirements
- Transcripts
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- FACULTY: Enter grades, check course rosters, etc.




[Banner Student & Faculty Self-Service FAQs](#)

 **Access Blackboard**

**[Blackboard](#)**

- Course syllabi, lectures, homework, etc.
- Bb opens in a new tab or window
- Close myCommNet window to avoid time-out messages
- Click **Support & Training** tab for Bb resources.



[Blackboard FAQs](#)

**IMPORTANT: SITE IS LIVE!**

# Hands-On Tour Agenda

## ★ Your View

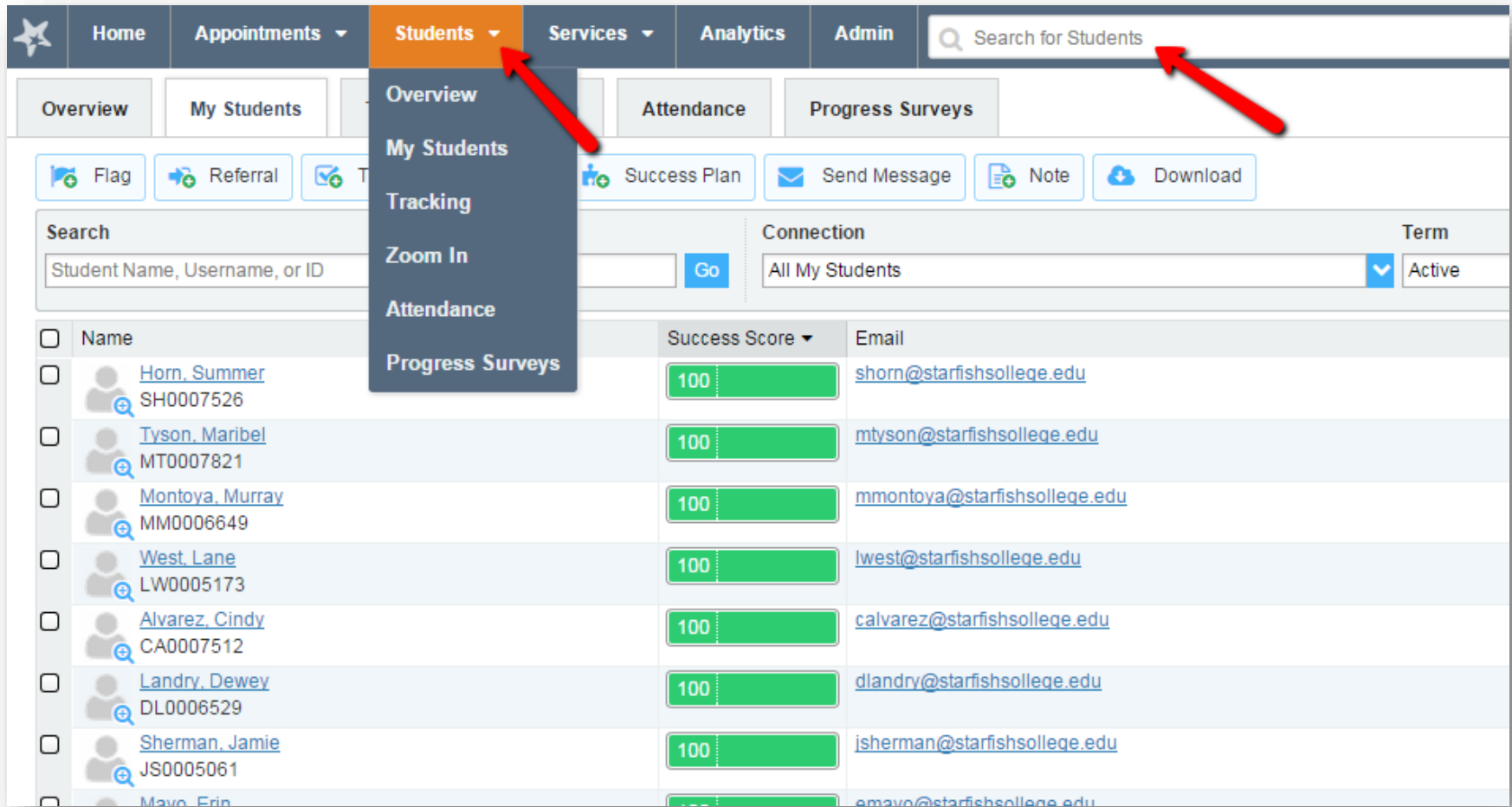
- ★ Add Office Hours (OPTIONAL)
- ★ Profile – Institutional, Appointment Preferences, Email Notifications (OPTIONAL)
- ★ Homepage (set homepage)
- ★ Students – My Students Tab, Tracking, Connection
- ★ Student Folder - Info, Courses, Success Network, Flags
- ★ Tracking –Resolve, Comment, Assign, Filter
- ★ Appointment Outcomes (only viewable to students if you check a box)

## ★ Progress Survey – 3 emails (announce, deploy, remind)

## ★ Student View

- ★ Student Homepage
- ★ My Success Network – Term specific

# Starfish Navigation



The screenshot displays the Starfish Navigation web application interface. At the top, a navigation bar includes links for Home, Appointments, Students (highlighted in orange), Services, Analytics, and Admin. A search bar on the right is labeled "Search for Students". Below the navigation bar, a sub-menu for "Students" is open, showing options: Overview, My Students, Tracking, Zoom In, Attendance, and Progress Surveys. The main content area features tabs for Overview, My Students, Attendance, and Progress Surveys. Below these tabs are action buttons: Flag, Referral, Success Plan, Send Message, Note, and Download. A search section allows filtering by "Student Name, Username, or ID". A "Connection" dropdown is set to "All My Students", and a "Term" dropdown is set to "Active". The main table lists student records with columns for Name, Success Score, and Email. Each row includes a checkbox, a profile icon, a name link, a student ID, a success score bar, and an email link. Red arrows point to the "Students" menu item and the "Search for Students" bar.

<input type="checkbox"/>	Name	Success Score	Email
<input type="checkbox"/>	<a href="#">Horn, Summer</a> SH0007526	100	<a href="mailto:shorn@starfishsollege.edu">shorn@starfishsollege.edu</a>
<input type="checkbox"/>	<a href="#">Tyson, Maribel</a> MT0007821	100	<a href="mailto:mtyson@starfishsollege.edu">mtyson@starfishsollege.edu</a>
<input type="checkbox"/>	<a href="#">Montoya, Murray</a> MM0006649	100	<a href="mailto:mmontoya@starfishsollege.edu">mmontoya@starfishsollege.edu</a>
<input type="checkbox"/>	<a href="#">West, Lane</a> LW0005173	100	<a href="mailto:lwest@starfishsollege.edu">lwest@starfishsollege.edu</a>
<input type="checkbox"/>	<a href="#">Alvarez, Cindy</a> CA0007512	100	<a href="mailto:calvarez@starfishsollege.edu">calvarez@starfishsollege.edu</a>
<input type="checkbox"/>	<a href="#">Landry, Dewey</a> DL0006529	100	<a href="mailto:dlandry@starfishsollege.edu">dlandry@starfishsollege.edu</a>
<input type="checkbox"/>	<a href="#">Sherman, Jamie</a> JS0005061	100	<a href="mailto:isherman@starfishsollege.edu">isherman@starfishsollege.edu</a>
<input type="checkbox"/>	<a href="#">Mayo, Erin</a> EM0005061	100	<a href="mailto:emayo@starfishsollege.edu">emayo@starfishsollege.edu</a>

# Starfish Homepage

Home

Appointments

Students

Services

Analytics

Admin

Office Hours

Appointment

Group Session

Event

Scheduling Wizard

Reserve Time

Record Attendance


Search for Students

Yasmin Gold

help | support | logout

Outstanding Progress Surveys: [College Composition II \(ENGL 112.014.02\): Progress Survey, more...](#)


My Services




[Center for Teaching and Learning](#)  
(609) 258-2575  
[mcgraw@princeton.edu](mailto:mcgraw@princeton.edu)  
M-F 9am-5pm  
<http://www.princeton.edu/mcgraw>  
[Waiting Room](#)  
There are no students in the waiting room.

Appointments


Next 15 days



[Lands, Rachel](#): 05-26-2015 at 9:00 am [Add/Drop](#)  
Location: Anders Hall, Room 301



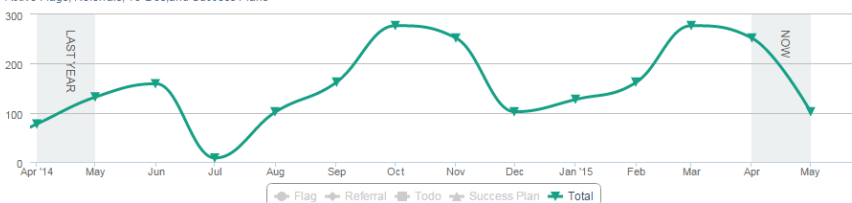
[Lands, Rachel](#): 05-28-2015 at 9:00 am [General Concern](#)  
Location: Anders Hall, Room 301

[View Calendar](#)

Active Concerns Overview

Active Concerns

Active Flags, Referrals, To-Dos, and Success Plans

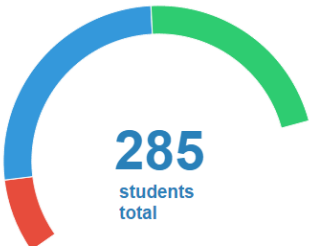


LAST YEAR

MON

Data As Of: May 22 2015 1:48 PM

My Students' Success Scores



285  
students  
total

111 with good success scores

[View Students](#)

134 with ok success scores

[View Students](#)

40 with poor success scores


[View Students](#)

Data As Of: May 22 2015 1:45 PM


Recent Changes

Last 7 days


All Activity



**Cleared Flag:** [Gilmore, Lexy](#): Predicted Academic Difficulty in Math: 05-21-2015




**New Appointment:** [Lands, Rachel](#): Yesterday at 9:45 am




**New Appointment:** [Lands, Rachel](#): 05-28-2015 at 9:00 am

Flags I'm Managing

Academic



[Albright, Randy](#)



[Basu, Sean](#)

Flag Name

Improve Coursework

Behavior Concern

# Respond to a Progress Survey

Home Appointments Students Services Analytics Admin

Yasmin Gold [help](#) [support](#) [logout](#)

Overview

My Students

Tracking

Zoom In

Attendance

Progress Surveys

Survey: College Composition II (ENGL112.014.02): Progress Survey

Save Draft Never Mind Submit

Search  

Total Items selected: 2

Displaying 27 Students

<https://www.youtube.com/watch?v=3zXxAFw-jd0>



# My Students

Navigation: Home | Appointments | **Students** | Services | Analytics | Admin

Search for Students

User: Yasmin Gold | help | support | logout

Overview | **My Students** | Tracking | Zoom In | Attendance | Progress Surveys

Flag | Referral | To-Do | Kudos | Success Plan | Send Message | Note | Download

Search: Student Name, Username, or ID [Go] Connection: Instructor [v] Term: Active [v] Cohort: [v] Additional Filters: [Edit Filters] [x]

<input type="checkbox"/> Name	Success Score	Email	Phone	Cell Phone
<input type="checkbox"/> Albright, Randy RA0004324	74	ralbright@starfishcollege.edu	703-555-1212	703-555-1212
<input type="checkbox"/> Baumann, Shana SB0004330	50	sbaumann@starfishcollege.edu	703-555-1212	703-555-1212
<input type="checkbox"/> Elizabeth, Cadfael CE0004318	64	celizabeth@starfishcollege.edu	703-555-1212	703-555-1212
<input type="checkbox"/> Fore, Jim JF0004414	65	jfore@starfishcollege.edu	703-555-1212	703-555-1212
<input type="checkbox"/> Gilmore, Lexy LG0004294	62	lgilmore@starfishcollege.edu	703-555-1212	(757) 632-9901
<input type="checkbox"/> Jorge, Smith SJ0004312	64	sjorge@starfishcollege.edu	703-555-1212	703-555-1212
<input type="checkbox"/> Lands, Rachel RL0004296	33	rlands@starfishcollege.edu	703-555-1212	202-251-2329
<input type="checkbox"/> Meyer, Lynn LM0004364	46	lmeyer@starfishcollege.edu	703-555-1212	703-555-1212
<input type="checkbox"/> Mills, Egon EM0004396	70	emills@starfishcollege.edu	703-555-1212	703-555-1212
<input type="checkbox"/> Puckett, Sophia SP0008379	30	spuckett@starfishcollege.edu	703-555-1212	
<input type="checkbox"/> Sand, Emily ES0004293	100	esand@starfishcollege.edu	7032601187	7039995205
<input type="checkbox"/> Sanders, Edwina ES0004446	74	esanders@starfishcollege.edu	703-555-1212	703-555-1212
<input type="checkbox"/> Vazquez, Nikki NV0004378	62	nvazquez@starfishcollege.edu	703-555-1212	703-555-1212
<input type="checkbox"/> Wilkinson, Ron RW0004299	64	rwilkinson@starfishcollege.edu	703-555-1212	

# Filtering the Students list

Navigation: Home | Appointments | **Students** | Services | Insight | Admin

Search for Students

Yasmin Gold | help | support | logout

Overview | My Students | Tracking | Zoom In | Attendance | Progress Surveys

Flag | Referral | To-Do | Kudos | Success Plan | Message | Note | Download

Search: Student Name, Username, or ID [Go]

Connection: All My Students | Term: Active | Cohort: [Dropdown]

Additional Filters [Edit Filters]

Name	Success Score	Email	Phone	Cell Phone
<input type="checkbox"/> Lexy Gilmore lgilmore4971	61	Lexy.Gilmore@starfishcollege.edu	(757) 622-4487	(757) 622-4487

### Additional Filters

Clear All Filters | Never Mind | Submit

- Tracking Items** ✓
- Cohorts & Relationships ✓
- Meetings
- Success Plans
- Success Scores
- Attributes

☒ **Students with Tracking Items**

Count: 3 Tracking Items matching criteria

Status: ☒ Active ☐ Resolved ☐ Both

Tracking Type: Flag [?]

Item Name: Failed Assignment, Low Average, Poor Attendance [?]

Created By: ☒ Anyone ☐ Me ☐ Role [?]

Course Context: [?]

Due Date: [?]

Creation Date: Start [?] to End [?]

\* Required fields

Clear All Filters | Never Mind | Submit

# Student Folder

**Lexy Gilmore**  
L00004294  
lgilmore@starfishcollege.edu or 8885551212@starfish.net  
703-555-1212 (757) 632-9901

62  
OK  
Since 04-10-2015

Flag Referral To-Do Kudos Success Plan Academic Plan Message Note Appointment File Intake

Overview Info Plans Courses Tracking Meetings Notes Network

Note: FERPA standards protect student data.

## Student Information

- Chemistry Major as of 11/4/2019
- Current GPA: 2.7
- Launch ImageNow

## Success Plans

Academic Recovery Plan (Status: In Progress)

## Student Files

S&I Community College Form B Sample (pending review)

**Lexy Gilmore**  
L00004294  
lgilmore@starfishcollege.edu or 8885551212@starfish.net  
703-555-1212 (757) 632-9901

62  
OK  
Since 04-10-2015

Flag Referral To-Do Kudos Success Plan Academic Plan Message Note Appointment File Intake

Overview Info Plans Courses Tracking Meetings Notes Network

**Admissions**

High School GPA:	3.25	SAT Composite:	1916
ACT Composite:	34	SAT Math:	430
ACT Math:	23	SAT Reading:	761
ACT Science:	21	SAT Writing:	10
ACT English:	22	TOEFL Composite:	383
ACT Reading:	22	TOEFL Listening:	58
ACT Writing:	26	TOEFL Structure:	44
		TOEFL Reading:	65

Placement Scores:

Math:	550
Reading:	450
Writing:	750

**Demographics**

Date of Birth: 03-14-1981 (34 years) Gender: Female

**Cohorts**

Academic Probation, Noel-Levitz: Low Receptivity, Noel-Levitz: Predicted Academic Difficulty

**Programs**

Pre-Medicine

Primary Major:	Biology General Studies	Secondary Major:	Chemistry General Studies
Admitted Date:	03-28-2012	Primary Minor:	Biochemistry
Expected Completion:	04-18-2013		

Bachelor of Science Primary

Primary Major:	Biology General Studies	Secondary Major:	Chemistry General Studies
Admitted Date:	03-28-2012	Primary Minor:	Biochemistry
Expected Completion:	04-18-2013	Credits Earned:	8.80
		Expected Completion:	04-18-2013

**Lexy Gilmore**  
L00004294  
lgilmore@starfishcollege.edu or 8885551212@starfish.net  
703-555-1212 (757) 632-9901

62  
OK  
Since 04-10-2015

Flag Referral To-Do Kudos Success Plan Academic Plan Message Note Appointment File Intake

Overview Info Plans Courses Tracking Meetings Notes Network

Search Connection Term  
Name All Active OK

Select All Deselect All Email Selections

**Garland Adams**  
Faculty Advisor  
703-555-1212  
gadam@starfishcollege.edu  
Assigned Items: 0

**Cindy Ayers**  
Instructor  
703-555-1212  
cayers@starfishcollege.edu  
Assigned Items: 0  
Instructor for College Composition II

**Yasmin Gold**  
1st Year Advisor, Instructor  
703-351-1362  
cwg@starfishsolutions.com  
Assigned Items: 10  
Instructor for Microbiology, College Composition II

**Lexy Gilmore**  
L00004294  
lgilmore@starfishcollege.edu or 8885551212@starfish.net  
703-555-1212 (757) 632-9901

62  
OK  
Since 04-10-2015

Flag Referral To-Do Kudos Success Plan Academic Plan Message Note Appointment File Intake

Overview Info Plans Courses Tracking Meetings Notes Network

**Calculus I MATH.101.199.01**  
Instructors: Andrew Melville  
Midterm Grade: Grade Average: 51/60 (85%)

**Grades**

Assignments	Grades	Due Date	Submitted
Exam - 1	7/10 (70%)	08-26-2013	
Exam - 2	6/10 (60%)	09-09-2013	
Exam - 3	4/10 (40%)	09-23-2013	
Exam 3 - HW Practice	16/50 (32%)	09-16-2013	
HW 1.1	8/10 (80%)	08-12-2013	
HW 1.2	7/10 (70%)	08-19-2013	
HW 1.3	3/10 (30%)	09-02-2013	
Math 101 Midterm Exam	16/50 (32%)	09-30-2013	
HW 1.1	0/10 (0%)	01-12-2015	
HW 1.2	0/10 (0%)	01-19-2015	
HW 1.3	0/10 (0%)	01-26-2015	
Exam - 1	0/10 (0%)	02-02-2015	
Exam - 2	0/10 (0%)	02-09-2015	

**Attendance**

No attendance information has been saved.

**Tracking**

Refer to Tutoring  
Raised by Gold, Yasmin on 11-21-2014


Refer to Tutoring (Completed)  
Raised by Gold, Yasmin on 08-02-2014  
Completed by Gold, Yasmin on 06-02-2014

Low Course Average (Cleared)  
Raised by System on 08-09-2013  
Cleared by Gold, Yasmin on 07-17-2014

**Meetings**

1:40 pm 03-27-2015 with Yasmin Gold  
Location: Anders Hall, Room 301

# Close The Loop



**Rachel Lands**  
RL0004296  
rlands@starfishcollege.edu or rlands2223332@gmail.com  
703-555-1212 202-251-2329

33  
Poor  
Since: 04-10-2015

Download icon

Flag Referral To-Do Kudos Success Plan Academic Plan Message Note Appointment File Intake

Overview Info Plans Courses Tracking Meetings Notes Network

Good Work in Class	Active	01-07-2015 by Maitz, Don			Microbiology (BIOL220.109.01)
Academic Planning	Active	12-10-2014	01-13-2015		Calculus I (MATH.101.109.01)
Refer to Tutoring					Western History, Prehistoric to Medieval (HIST101.109.02)
Behavior Concern					Microbiology (BIOL220.109.01)
Flag Menu					
Clear Flag					
Re-assign Flag					
Add Comment					
Edit Flag					
Flag: No Show in 1st Week					
Raised by: Maitz, Don on 09-02-2014					
Assigned To: Gold, Yasmin					
Course: Microbiology (BIOL220.109.01)					
Attendance Concern					

Mark 1 Flag as Cleared

Never Mind Submit

Are you sure you want to mark the No Show in 1st Week flag for Lands, Rachel as cleared?

Comment:

Add comments indicating why the flag is being marked as cleared.

I'm helping Rachel get set up with a local ride share program so she can get to class each week.

Close the Loop:

Write a message in the field below to the person who created the flag (Maitz, Don) to let them know that the flag is being marked as cleared and why. If this field is left blank, no message will be sent.

Thanks for alerting us to this issue, Don. We are working closely with Rachel to remedy the problem.

Never Mind Submit

# Add Office Hours

The screenshot shows a web application interface for adding office hours. The main form is titled "Add Office Hours" and includes the following fields and options:

- Title:** A text input field containing "Office Hours".
- What day(s)?** A dropdown menu set to "Weekly", followed by "Repeats every 1 week(s)". Below this, a row of checkboxes for days of the week: Mon, Tue, ☒ Wed, Thu, Fri, Sat, Sun.
- What time?** Two time input fields: "9:00 AM" and "11:00 AM", separated by a "to" label.
- Where?** A section with a note: "Note: You may select more than one location to give students a choice." It includes three checkboxes:
  - ☒ Anders Hall, Room 301 (with subtext: "Please check in with the front desk.")
  - ☐ Call 703-555-1111 (with subtext: "Please call me at your scheduled time.")
  - ☐ Collaborate (with subtext: "Login to starfish at the time of the appointment and click Join Session link.")
- Office hours Type:** A dropdown menu set to "Scheduled And Walk-ins", with a link below: "Take either scheduled appointments or walk-ins".
- How long?** Two dropdown menus: "15 minutes" (labeled "minimum appointment length") and "45 minutes" (labeled "maximum appointment length").
- Appointment Types:** A section titled "Select the types of meetings you will have in these office hours." with several checkboxes:
  - ☐ Class Related Meetings
  - ☒ Faculty Advising
  - ☐ Supplemental Instruction
  - ☐ Tutoring
  - ☐ Disability
  - ☐ General Advising
  - ☐ Test Tutoring

At the bottom of the form, there are two tabs: "Instructions" and "Start/End Date". Below the "Instructions" tab, there is a text area containing the text: "These will be sent to anyone who makes an appointment. Please check in with the front desk assistant."

A red arrow points to the "Submit" button in the top right corner of the form.

# Appointment Outcomes and SpeedNotes

The screenshot displays a web application interface for managing appointments. The top navigation bar includes links for Home, Appointments, Students, Services, Analytics, and Admin, along with a search bar and user profile (Yasmin Gold). The main content area shows a calendar for May 2015, with the date 28th highlighted. A sidebar on the left contains an 'APPOINTMENT MENU' with options: Cancel Appointment, Edit Appointment, View Student Folder, and Outcomes. A red arrow points to the 'Outcomes' option. The main content area displays 'Meetings on 05-28-2015' with a profile card for Rachel Lands (rlands, RL0004296, 703-555-1212, rlands2223332@gmail.com). To the right, an 'Availability' section lists Advising Hours, Group Session, and Office Hours. An 'Edit Appointment' modal is open, showing tabs for Scheduling, Outcomes, and SpeedNotes. The 'Outcomes' tab is active, displaying a list of checkboxes for various topics under Academic Advising, Career Advising, Counseling, and Other. A red arrow points to the 'Submit' button at the bottom right of the modal.

Home Appointments Students Services Analytics Admin Search for Students Yasmin Gold help | support | logout

May 2015

Office Hours Appointment Group Session Event Scheduling Wizard Reserve Time

Agenda Day Week

Thu, 05-28-2015

Meetings on 05-28-2015

**APPOINTMENT MENU**

- Cancel Appointment
- Edit Appointment
- View Student Folder
- Outcomes

Rachel Lands  
rlands  
RL0004296  
703-555-1212  
rlands2223332@gmail.com

Success Score  
33

Time: 05-28-2015 from 9:00 am - 9:30 am  
Location: Anders Hall, Room 301  
Reason: General Concern

**Availability**

- Advising Hours  
Tue & Thu 9-10AM
- Group Session  
Wed 10-11:30AM
- Office Hours  
Fri May 29 2-3PM

**Edit Appointment** Never Mind Submit

Scheduling Outcomes SpeedNotes

Check off the topics discussed and activities completed in this meeting.

**Academic Advising**

- ☐ Academic Status Concerns
- ☒ Discuss Study Skills
- ☒ Discussed Academic Goals
- ☒ Provide Academic Appeals Information
- ☐ Reviewed Academic Plan
- ☐ Created Academic Plan
- ☐ Complete Intervention
- ☒ Completed Mid-Term Progress Form
- ☒ Course Drop/Withdrawal

**Career Advising**

- ☒ Career Exploration

**Counseling**

- ☐ Adjustment to College
- ☐ Balancing Work/School
- ☒ General Counseling Check-In

**Other**

Never Mind Submit

# Profile – Institutional Profile

Home

Appointments

Students

Services

Analytics

Admin

Search for Students

Yasmin Gold

help | support | logout

Institutional Profile


Appointment Preferences

Email Notifications

Never Mind

Submit

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



[Upload Photo](#)

Yasmin Gold

[Last Login: 2:00 PM May 22, 2015]

Login Page

Default Login Page

Contact Information

Login

ygold

Institution Email

ygold@starfishcollege.edu

Phone

999-351-1362

Alternate Email

Cell Phone

999-251-2328

Video Phone

Send my correspondence to

☐ Institution Email

☒ Alternate Email

☐ Both

Display all time zones

Time zone

(GMT-05:00) Eastern Time

General Overview

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

I welcome students to my office. I've been with the McGraw Center for 14 years. In that time I have helped a number of students with career decisions, internships, and graduate school selection, among other things. Of course, I will gladly help you with assignments and papers as well.

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 spent 15 years in industry after receiving my PHD. Much of it was with the Smithsonian and the US Government. At Excellent University, I not only teach Biology courses, but I have been an advisor at the McGraw Center for 14 years.



# Profile - Appointment Preferences

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Yasmin Gold

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## Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length

15 minutes

Scheduling deadline:

☒ None

☐ 5:00 PM the day before the office hours

☐ 9:00 AM the day of the office hours

☐ 1 hour(s) before the office hours

☐ Allow drop-ins after deadline has passed

## My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

Add Location

Type	Name	Instructions	
Office	Anders Hall, Room 301	Please check in with the front desk.	<div></div>
Phone	Call 703-555-1111	Please call me at your scheduled time.	<div></div>
Blackboard Collaborate	Collaborate	Login to starfish at the time of the appointment and click Join Session link.	<div></div>

## Calendar Managers

Select people to manage your calendar. Calendar managers can add and edit your office hours and schedule and edit appointments in your calendar.

Add Calendar Manager

Calendar Manager	Email	Integration ID	
Adams, Garland	<a href="mailto:gadams@starfishcollege.edu">gadams@starfishcollege.edu</a>	gadams	<div></div>
Berry, Warren	<a href="mailto:wberry@starfishcollege.edu">wberry@starfishcollege.edu</a>	wberry	<div></div>

# Profile - Email Notifications

★

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Appointment Preferences

Email Notifications

Never Mind

Submit

NOTE: If you do not receive Starfish email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist Starfish emails if this is the case.

### Appointments Notifications

☐ Do not send appointment notifications on weekends ?

Planning Reminders ☐ send me a separate email reminder for each appointment  
☒ send one email reminder with all appointments  
☐ don't send me an email reminder

Send Planning Reminders: 11:00 AM ▾ the day of ▾ the appointments

Appointment Alerts: ☐ Send me an email 15 ▾ minutes before the start of an appointment

Send me an email with a calendar attachment for every:

☒ change to my appointments ☒ change to my Office Hours/Group Sessions

☐ Read busy times from my external Google calendar

Paste your Google Calendar private link here

**Important:** In order for this setting to take effect, you must share your private calendar link with Starfish. [Click here](#) for further instructions.

### Tracking Item Notifications


Send me a summary email of all tracking item activity:

☒ Daily at 8:00 PM ▾

☐ Weekly on Monday ▾ at 5:00 AM ▾

Send me an immediate email whenever: ☐ an item is raised ☐ an item is cleared ☒ an item is assigned to me

You may be notified of tracking items raised for the following rules created by the administrator. Note that for rules with emergency notifications, your personal notification preferences will be overridden and you will always be notified immediately when a tracking item is raised for that rule.

Flag Rules		
Name	Category	Description
 Poor Class Performance	ACADEMIC: FLAG	Raise this flag to refer a student who is having significant academic difficulty. This flag indicates the student does not have the skills to perform in the class or requires extra assistance. The student will be offered tutoring and other academic support.







# Student View of Starfish

# Student View - Homepage

Home

Services

 Rachel Lands 

Dashboard

My Success Network

Raise Your Hand

Courses


Plans


History


Dashboard


SATURDAY


TOMORROW

 Study Skills Seminar

 [Academic Recovery Plan](#): 1 of 4 Open Items

 Added by Yasmin Gold

 Due Tomorrow


 You are required to complete a Study Skills Seminar in order to maintain your enrollment status at Excellent University. The Academic Learning Ce...


HIDE


MONDAY


05-25-2015


1:00 pm



 Appointment

 Reason: Tutoring

 Library Study Hall

 Western History, Prehistoric to Medieval (HIST101.109.02)


 Sara Hand


 


TUESDAY


05-26-2015



9:00 am

 Appointment

 Reason: Add/Drop

 Anders Hall, Room 301

 Yasmin Gold

Recent Kudos

 Good Work in Class

 Good Work in Class



Improve Coursework

 Raised by Don Maltz

 Raised on 02-12-2013

 Microbiology (BIOL220.109.01)

 Your instructor has indicated that with your current progress in your course you are likely to fail the cou...

HIDE

Tutoring Referral

 Added by Yasmin Gold

 **Significantly Overdue**

 You have been approved for tutoring at the Academic Learning Center. Tutoring services can help you...

HIDE

Help Me with Financial Aid

 Raised by You

 46 Days Old

 What type of aid do you need? What term do you need assistance with? Do you currently have financi...

HIDE

Test-Taking Seminar


 [Academic Recovery Plan](#): 1 of 4 Open Items


 Added by Yasmin Gold


 16 Days Old


HIDE


# Student View – My Success Network


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**My Success Network**

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**Laura Bokma**  
Success Coach

 703-555-1212  
 [lbokma@starfishcollege.edu](mailto:lbokma@starfishcollege.edu)  
 [Schedule Appointment](#)







**Center for Teaching and Learning**

 (609) 258-2575  
 [mcgraw@princeton.edu](mailto:mcgraw@princeton.edu)  
 M-F 9am-5pm  
 <http://www.princeton.edu/mcgraw>  
 [Schedule Appointment](#)  
 [Waiting Room](#)   
There are no students in the waiting room.






**Yasmin Gold**  
1st Year Advisor

 703-351-1362  
 [staff@starfishsolutions.com](mailto:staff@starfishsolutions.com)  
 [Schedule Appointment](#)



**Sara Hand**  
Peer Mentor

 703-555-1212  
 [shand@starfishcollege.edu](mailto:shand@starfishcollege.edu)  
 [Schedule Appointment](#)



Wrap Up

# Key Message for Instructors



- Quickly provide feedback on students and help connect them with services
- Focus on:
  - Raising flags, responding to Progress Surveys
  - Using Starfish as a resource for referrals to services and support



# Key Message for Advisors



- Reaching out to advisees who need help the most
- Promote use of existing services and resources
- Provide feedback! Starfish Success Team to be formed!

# Resources & Support

*The following resources will be available to you:*

- *“help” link in Starfish*
- *<http://www.asnuntuck.edu/starfish>*
- *For additional support, contact*  
*[as-starfishadmin@asnuntuck.edu](mailto:as-starfishadmin@asnuntuck.edu)*

# Kudos!



**You are ready to begin utilizing Starfish!**