



GUIDE FOR NON-CREDIT INSTRUCTORS

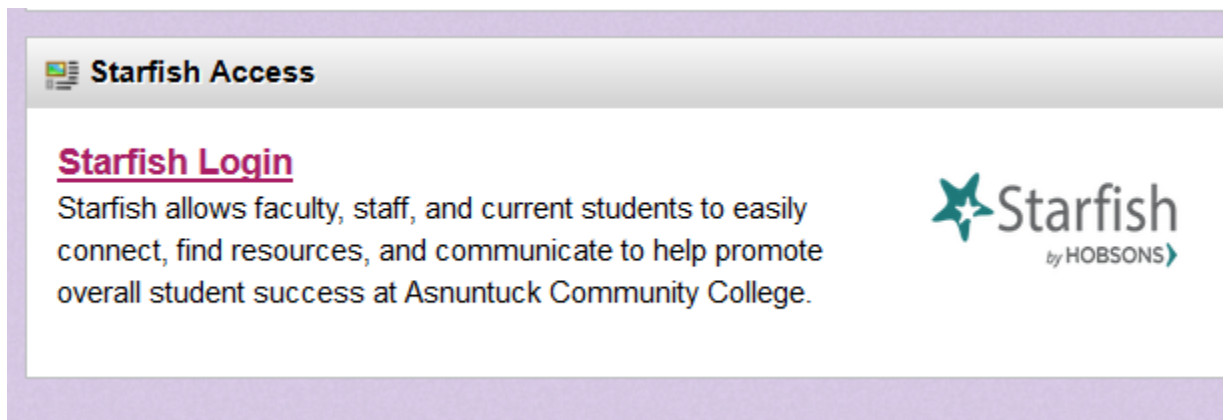
Starfish is a communication and student success tool for faculty, staff, and students. There are specific NON-CREDIT flags/kudos that have been designed for NON-CREDIT Instructors to use in NON-CREDIT courses. Currently, these need to be raised manually. Please use this guide to help you in learning how to raise NON-CREDIT flags or kudos.

If you need assistance or would like one-on-one assistance, please contact Jill Rushbrook: jrushbrook@asnuntuck.edu, 860.253.3068, CASA - Room 111



STEP ONE:

- Log into **my.commnet.edu**
- Once you have logged into my.commnet.edu, please click the **Starfish Login link** from the my.commnet.edu homepage:




The screenshot shows a web page titled "Starfish Access" with a purple header. Below the header, there is a link for "Starfish Login" in purple text. To the right of the link is the Starfish logo, which consists of a green star and the text "Starfish by HOBSON'S". Below the link, there is a paragraph of text explaining that Starfish allows faculty, staff, and current students to easily connect, find resources, and communicate to help promote overall student success at Asnuntuck Community College.

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.

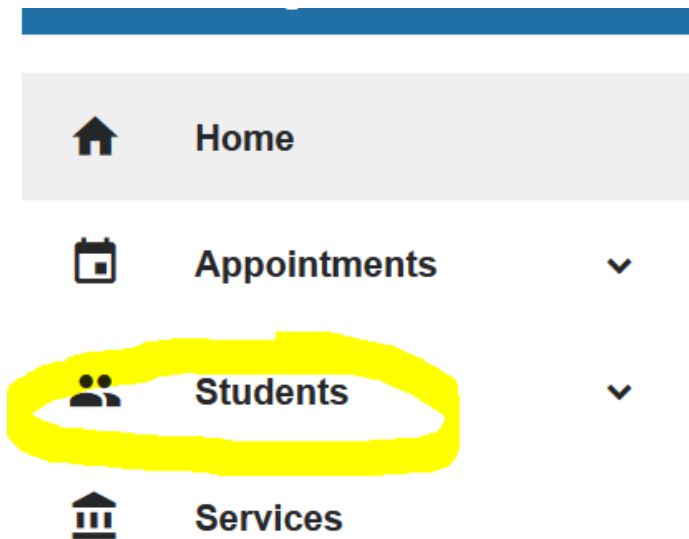
 **Starfish**
by HOBSON'S

STEP TWO:

Click the menu button on the top left corner of the Starfish homepage:

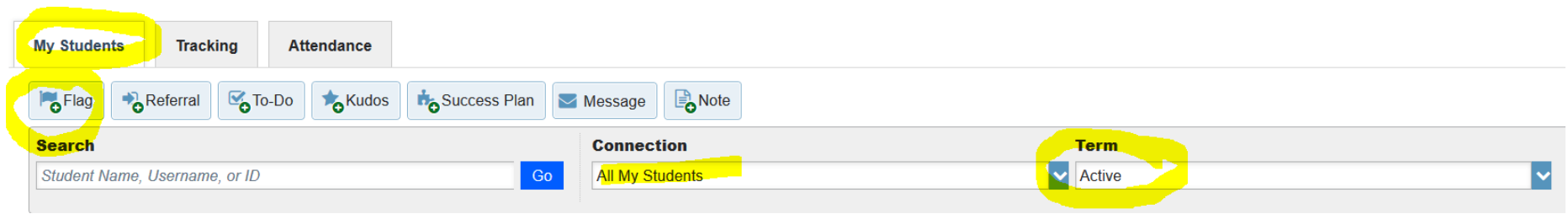


Click on STUDENTS:



STEP THREE:

Make sure you are under the “My Students” tab, and that the term is ACTIVE. You can then change your connection to individual class sections or view all of your students.









When you want to raise a flag, you click on the  button.

WHAT FLAGS SHOULD I USE?




PLEASE ONLY USE THE NON-CREDIT FLAGS OR KUDOS

AS A NON-CREDIT INSTRUCTOR:

FLAGS:

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-  **NON CREDIT No Show**
Use this flag to indicate that a student has never attended your class.
 -  **NON-CREDIT Attendance Concern**
Please raise this flag for NON-CREDIT COURSES ONLY when a student is not attending or not showing up to class.
 -  **NON-CREDIT Behavioral Concern**
Raise this when you have a concern with a student's behavior.
 -  **NON-CREDIT In Danger of Failing**
Raise this when a student is in danger of failing a course.
 -  **NON-CREDIT Low Quiz/Test or Assignment Score**
Raise this when a student receives a poor grade on a quiz, test, or assignment.
 -  **NON-CREDIT Missing/Late Assignments**
Raise this flag when a student is missing or late with assignments.

KUDOS:

-  **NON-CREDIT Keep Up the Good Work**
Raise this kudo for students who are performing well.
-  **NON-CREDIT Outstanding Academic Performance**
Raise this kudo when a student has outstanding academic performance.
-  **NON-CREDIT Showing Improvement**
Raise this kudo when a student has shown improvement.