Using Starfish to Support Working Remotely
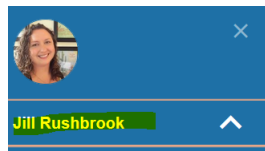
LOGGING INTO STARFISH: For single sign on into Starfish, go to <u>my.commnet.edu</u>, then click "Starfish Login"

Change or add your remote location Start by clicking the MENU, YOUR NAME, APPOINTMENT PREFERENCES, and then, MY LOCATIONS. To watch a video demo, click here.
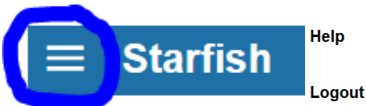

Under My Locations, you can add a location that is "online", which could be *Email, <u>Webex Personal Room</u>, <u>Microsoft Teams</u>*, etc. Each location includes specific instructions for students.

Edit your office hours and allow students to schedule appointments with you remotely

If you have not set up office hours, follow these instructions. You will be able to set specific office hours with specific online location and instructions for students. *To watch a video demo, click here.*
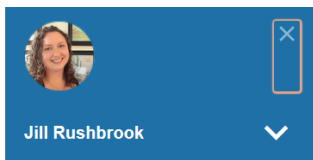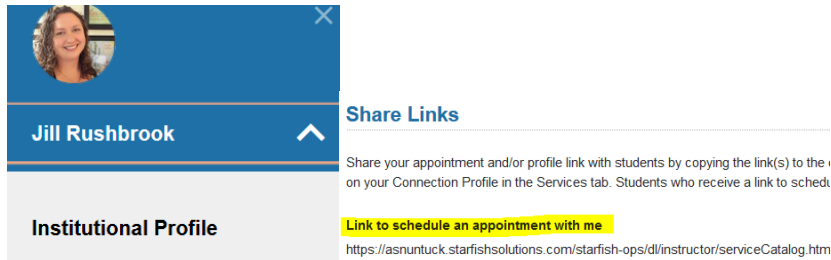
Once you set office hours, you can add a link to your email or a message to students that will directly link them to Starfish to set up an appointment with you. Click on your NAME, INSTITUTIONAL PROFILE, then SHARE LINKS
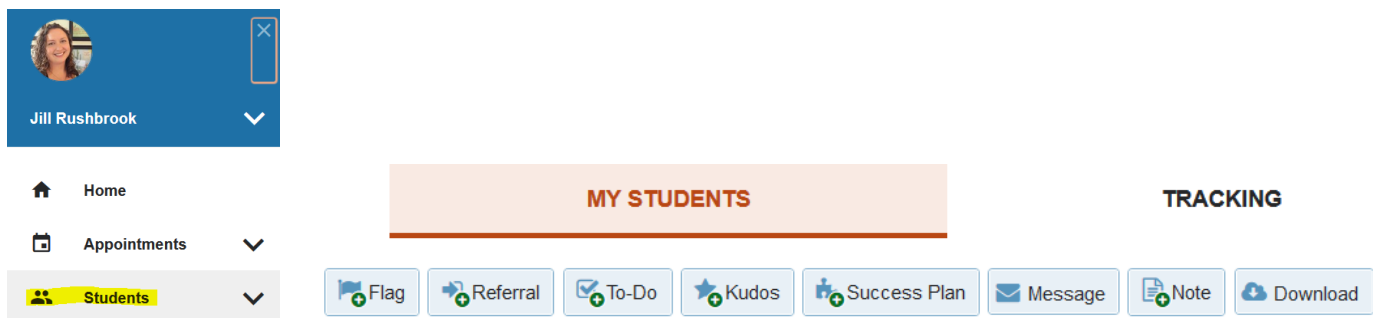
If you have already set up office hours and need to edit or cancel them, please go to Edit or Cancel Existing Office Hours

⭐ **Complete Progress Surveys** You will be sent progress surveys each semester requesting feedback on student progress in your course(s). This feedback directly communicates with the student (sent to the student's college email, personal email *if added*, and as a message in Starfish). Completing a progress survey also documents the activity and provides information for further student outreach initiatives! Please make sure to take a moment to provide this important feedback!

⭐ **Communicate with a group of students** Depending on your role or "Connection" in Starfish, you can easily communicate with groups of students, such as students in sections you teach as well as your assigned advisees. You can Message students, search for students under "Tracking" with one or more flags so that you can prioritize your outreach, and also use a "filter feature" that allows you to search for students by specific criteria. Keep in mind that the filter operates based on an "and" relationship, so searching for students with multiple criteria may yield less search results.

⭐ **Use referrals and kudos** Starfish is not just for communicating areas of concern. It is also a great way to refer students to resources and to acknowledge students for doing a great job! You don't have to wait for a progress survey to send a student a flag. In fact, many flags are not used in progress surveys such as referrals and to-do's. Explore using manual flags that can be customized to individual students!

Questions?

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