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How to Log in to Starfish

• **Starfish Login Page**  <<< Click here
• Use your eCampus username and Sakai password to log into Starfish
• You can find other resources and the link to the log in page at [http://uri.edu/starfish](http://uri.edu/starfish)

![Starfish Login Page](http://uri.edu/starfish)
Setting Up Your Profile

To access your profile, you need to go to the menu. The menu can be found by clicking on the three bars in the upper left-hand corner.
Setting Up Your Profile

The menu is where you will find most of your settings. To set up your profile, click on “Institutional Profile”.
Setting Up Your Profile

Clicking that link will bring you to this page. Here, we encourage you to upload a picture of your choosing, add your office phone number, a general overview of your role on campus, and a brief biography. These elements will help make you approachable to students who want to reach out to you! To save, click submit in the upper right-hand corner.
Setting Up Your Profile

Click the “Appointment Preferences” tab to change default appointment settings, and add your office location for students to see. You can add more than one location if you have multiple offices where you meet with students. Click submit to save.
Setting Up Your Profile

The last tab is “Email Notifications”. Here you can connect your Starfish calendar to your Google calendar, as well as set reminders for upcoming appointments. When you are finished, click submit. You can login and alter your preferences anytime.

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

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: 9:00 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

Success Network Updates:
- send me a weekly status update about my Success Network

Read busy times from my external Google calendar
https://calendar.google.com/calendar/ical/kmpareili%40gmail.com%3A%7Bprivate-99ac4b%7D/ICAL/0-7699275cc53d6f1a335/basic.ics

Important: In order for this setting to take effect, you must share your private calendar link with Starfish. Click here for further instructions.
Adding Office Hours

To add office hours, return to the menu and click “Appointments”. Here you will be able to see your Starfish calendar. Next, click on the “Week” view, and then click the “Add Office Hours” button.
Adding Office Hours

When you click on “Add Office Hours”, this window will appear. Here, you can customize your office hours to fit your needs.

Options include differentiating between walk-in hours and scheduled appointments, length of your time blocks, and the type of appointment you will take during your office hours. (appointment type restricts which students can make an appt during the scheduled time)

Remember to click submit when you are finished!
Adding Office Hours

Once you have added your office hours, your calendar will look something like this. Note that the Monday and Wednesday hours have spaces to add appointments, as they are scheduled hours, and the Tuesday hours are set to be walk-ins.
Editing and Canceling Office Hours

To edit or cancel your office hours, hover over the clock icon on an office hour block.
Editing and Canceling Office Hours

This window will appear. To edit, click the “Edit” button in the bottom left to make changes to this time block. To cancel, click the “Cancel” button to either cancel all office hours in that series, or just once. This will also prompt you to send an email to all students who may have an appointment with you to notify them of the change.
Raising Flags and Kudos

Flags and Kudos are a way for you to let the students you are connected to know how they are doing. To do this, click on “Students” from the main menu. On this page, you can see all of your students based on your “Connection” to them, such as your academic advisees or students in a specific course.
Raising Flags and Kudos

Next, select each student you want to raise an item for by clicking the check box next to their name.
Raising Flags and Kudos

Next, click the “Add Flag” or “Add Kudos” button.
There are two types of flags for instructors. The “Academic Concern” flag is typically for students who are underperforming, but not necessarily in danger of failing. The “In Danger of Failing” flag is a higher level flag. UCAS students who receive this flag will hear from their academic advisor. Student support roles on campus, like academic advisors and Assistant Deans, can see flags and kudos.

Please note that students receive a general message when a flag is raised that includes your comments. In your comments, feel free to provide students with action items to help them get back on track when raising the flag.
Raising Kudos

Like flags, there are several types of kudos to choose from. Students will also get an email notification when you give them kudos. Note that the specific kudos you have access to may vary from those pictured at right.
Filtering Flags

To manage which flags and kudos you see, you can sort these by your connection to students. Click the 3 bars in the top left of your Starfish account. Next, select “Students” followed by the Tracking tab and Connection. From here, you can change which students’ flags/kudos are visible by the role (i.e. connection) you have with those students (e.g. Academic Advisor, Instructor, etc.)
Resolving a flag makes the flag disappear in Starfish – this is good to do once the concern which prompted the flag creation is no longer pertinent. Click the 3 bars in the top left, followed by selecting the Tracking tab. From here, click the box next to the student whose flag you want to remove. This creates a checkmark in that box. Lastly, select Resolve.
Making Notes

First, choose the student you wish to make a note for by finding them in your student list (as you did for flags and kudos), or by using the search bar in the upper right-hand corner. You can search by first name, last name, or student ID number.
Making Notes

Alternatively, you can find a student and open their profile to make a note by viewing your appointments calendar. Click the student’s name and their profile will appear.
Making Notes

This will bring you to the student’s profile. To create the note, click the “Add Note” button in the upper left-hand corner of the window.
Making Notes

The window to the left will appear. You will first be asked to select the type of note, examples for which can be seen below.
Making Notes

You can then fill in the rest of the fields. You may choose to click “Send a copy of the note to student” and they will receive the content of the note via URI email. Click “Submit” when you are done.
Viewing Notes

To view notes you or other staff have created, go to the Home screen and put the student’s ID number or name in the search bar. Once on their profile you must click their “Notes” tab on left sidebar.
Viewing Notes

To view the content of each note, click the + button under Type and the message will open. Click the – button to close.

Content of the note will be shown here.
Notes About Notes

• Different roles on campus have different permissions to see a variety of notes
• Certain intra-office notes are only visible by the offices that raise them (e.g. Talent Development, Disability Services for Students, etc.)
• You may make notes that are viewable exclusively to you through selecting the “Private” option at the base of the note
What to Put in a Shared Note

• Do put: advisory information that reveals a student’s academic and career direction; referrals
  – e.g. “Jake is planning to major in SPA with a possible minor in FRN. Interested in careers around translation and interpreting. Possibly IR. Advised on spring schedule: SPA325, SPA312, FRN104, AFS190, PSC116G. Needs A4 and B3 geneds. Needs 18 more 300+ level credits. Referred to CCEE for career discussion on internships.”
  – e.g. “Jake is not sure about his comfort with SPA coursework and career direction. May take LOA Spring semester. Referred to undeclared advisor.”
  – e.g. “Struggling in BIO101. Referred to AEC for group/individual tutoring and academic skills consultation. Expressed strong interest in subject area, but struggling on exams.”
  – e.g. “Needs 3 more classes for graduation. Advised BUS445, 449 & elective. Referred to Counseling Center.”
What Not to Put in a Shared Note

• Do not put: personal narrative information, behavioral information, and summary judgements
  – e.g. “Jake is not a good fit in the SPA program. Self-identified as struggling with clinical depression. Regularly argues with roommates.”
  – e.g. “Has not purchased textbooks for class because states that family cannot afford it. Suggested part-time job on campus, going part-time as a student, and possibly taking LOA. May not be the right time for college.”
  – e.g. “Homesick. Not attending classes regularly. Seeing a mental health counselor in Wakefield, but not happy with setup. Recently broke up with partner.”

• You can put this information in notes, but make sure to select the Private option at the end of the note (so it is viewable only to you).
Have a Starfish problem or question?

Send us an email at starfish@etal.uri.edu and we would be more than happy to help!