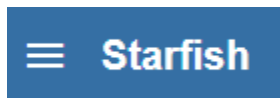


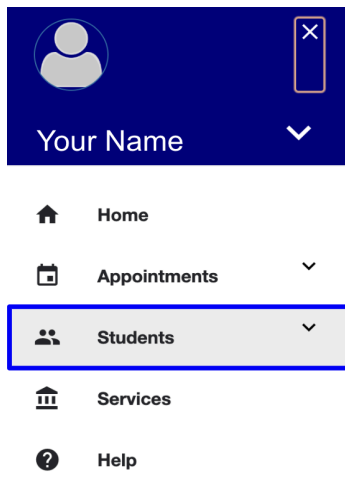
Starfish AI Content Creator

This guide provides instructions and best practices for utilizing the AI Content Creator feature in Starfish. The AI Content Creator can help faculty and staff create, refine, and enhance content for communicating with students and recording notes. It allows users to summarize freeform notes, refine language, or adjust tone and length when creating Notes or Messages in Starfish.

1. Login to your Starfish account using your SSO credentials.
2. Click the main menu button in the upper left corner.

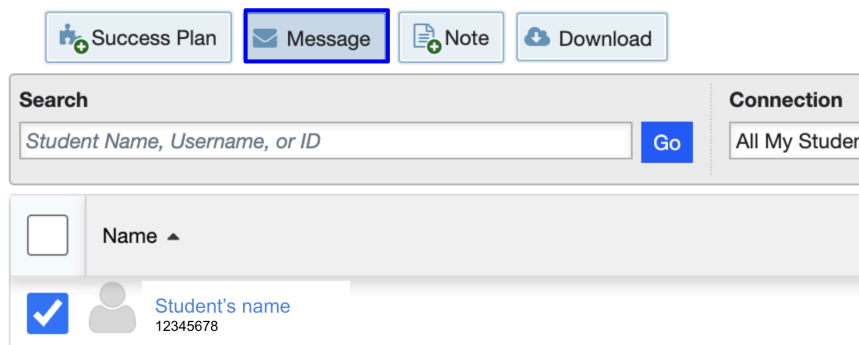


3. Select Students.

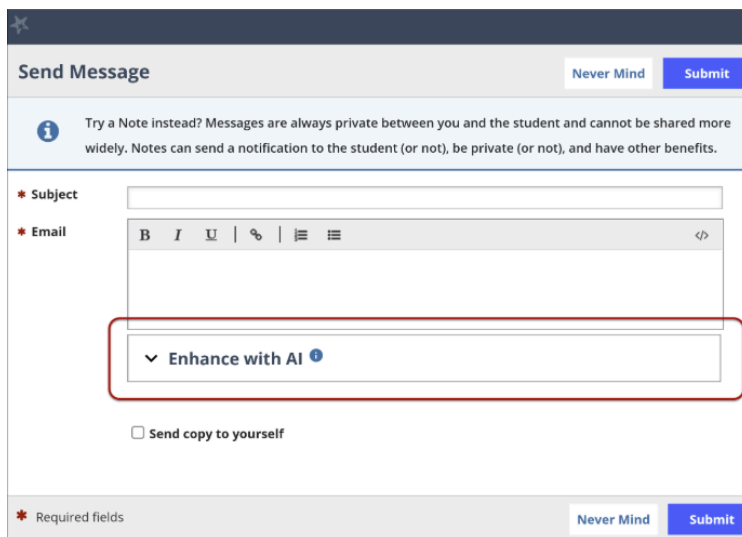


4. Select the desired student(s) then select [Message](#) or [Note](#) as needed.

My Students



5. Within the Message or Note tab, open the [Enhance with AI](#) dropdown.



Send Message Never Mind Submit

Try a Note instead? Messages are always private between you and the student and cannot be shared more widely. Notes can send a notification to the student (or not), be private (or not), and have other benefits.

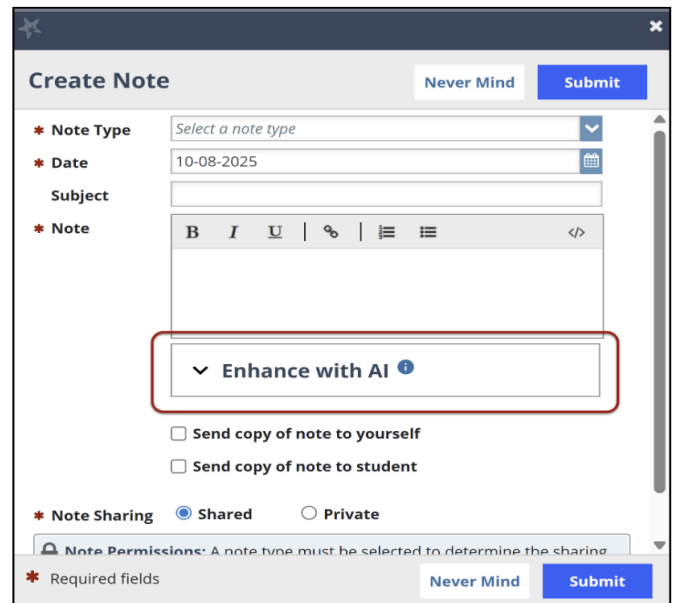
* Subject

* Email

Enhance with AI

Send copy to yourself

* Required fields Never Mind Submit



Create Note Never Mind Submit

* Note Type

* Date

Subject

* Note

Enhance with AI

Send copy of note to yourself

Send copy of note to student

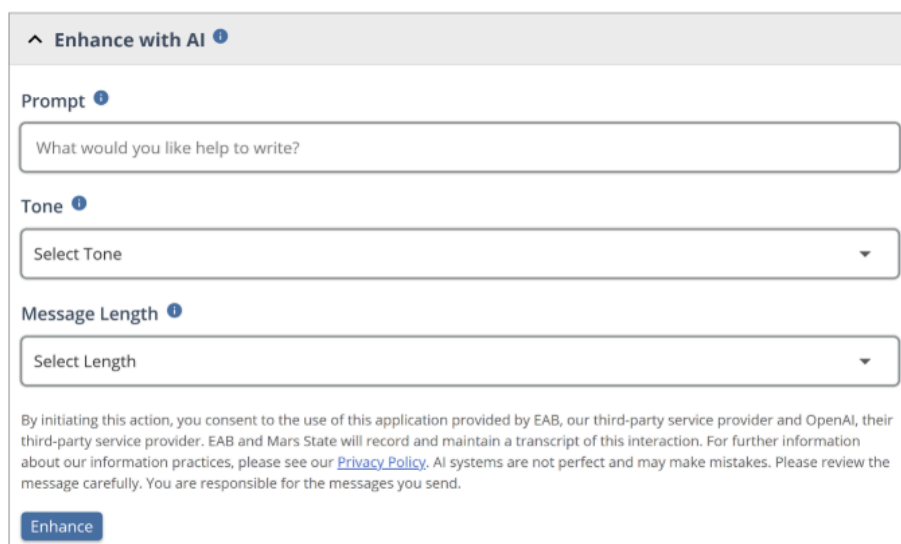
* Note Sharing Shared Private

Note Permissions: A note type must be selected to determine the sharing

* Required fields Never Mind Submit

6. The following fields are optional for you to complete as needed. Click [Enhance](#) when finished.

- Prompt – Enter instructions (or leave blank).
- Tone – Casual, Direct, Formal, Inclusive, or Urgent.
- Message Length – Short, Medium, or Long.



Enhance with AI

Prompt

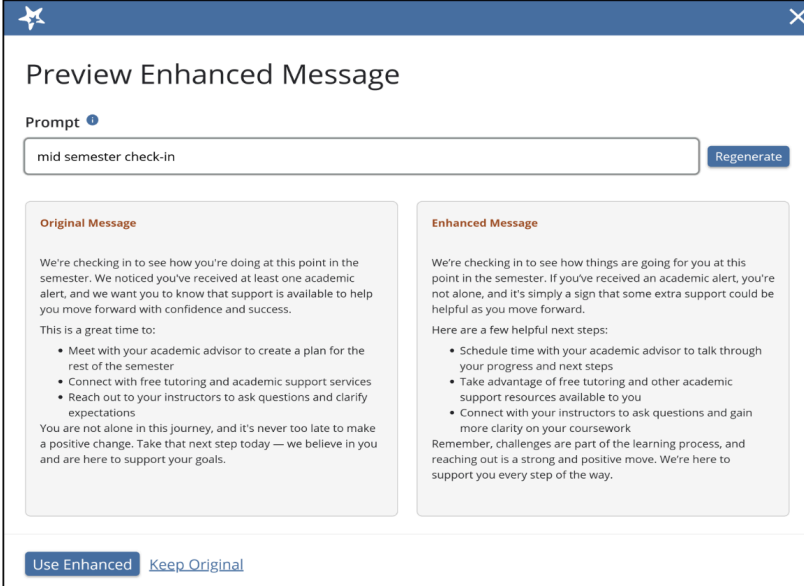
Tone

Message Length

By initiating this action, you consent to the use of this application provided by EAB, our third-party service provider and OpenAI, their third-party service provider. EAB and Mars State will record and maintain a transcript of this interaction. For further information about our information practices, please see our [Privacy Policy](#). AI systems are not perfect and may make mistakes. Please review the message carefully. You are responsible for the messages you send.

Enhance

7. The Preview Enhanced Message window will open with two panes: Original Message/Note and Enhanced Message/Note. If you did not enter any information into the message/note body, the original message section will be blank.



Preview Enhanced Message

Prompt ⓘ

mid semester check-in [Regenerate](#)

Original Message

We're checking in to see how you're doing at this point in the semester. We noticed you've received at least one academic alert, and we want you to know that support is available to help you move forward with confidence and success.

This is a great time to:

- Meet with your academic advisor to create a plan for the rest of the semester
- Connect with free tutoring and academic support services
- Reach out to your instructors to ask questions and clarify expectations

You are not alone in this journey, and it's never too late to make a positive change. Take that next step today — we believe in you and are here to support your goals.

Enhanced Message

We're checking in to see how things are going for you at this point in the semester. If you've received an academic alert, you're not alone, and it's simply a sign that some extra support could be helpful as you move forward.

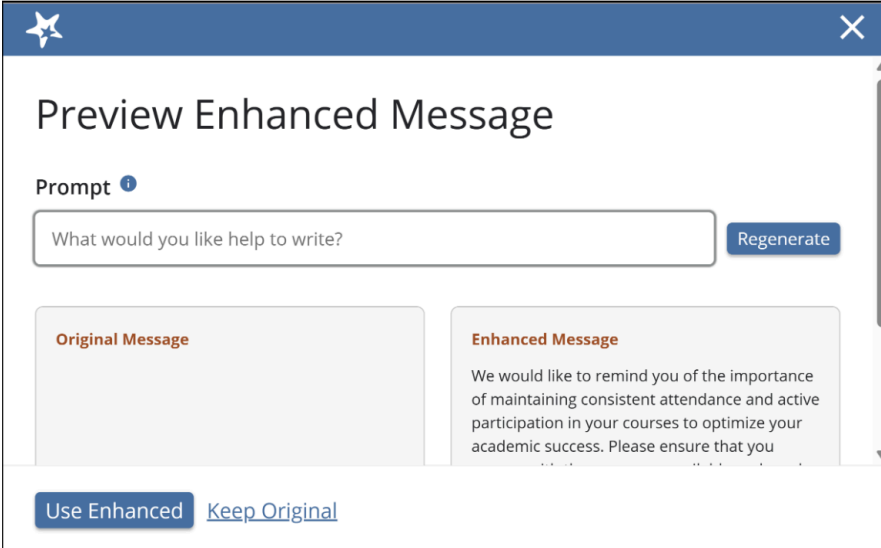
Here are a few helpful next steps:

- Schedule time with your academic advisor to talk through your progress and next steps
- Take advantage of free tutoring and other academic support resources available to you
- Connect with your instructors to ask questions and gain more clarity on your coursework

Remember, challenges are part of the learning process, and reaching out is a strong and positive move. We're here to support you every step of the way.

[Use Enhanced](#) [Keep Original](#)

8. Adjust your prompt and click [Regenerate](#) to iterate. When satisfied, select [Use Enhanced](#) to paste the content into the message/note body, or select [Keep Original](#).



Preview Enhanced Message

Prompt ⓘ

What would you like help to write? [Regenerate](#)

Original Message

Enhanced Message

We would like to remind you of the importance of maintaining consistent attendance and active participation in your courses to optimize your academic success. Please ensure that you

[Use Enhanced](#) [Keep Original](#)

9. Review the updated message/note and click Submit when finished.

Best Practices when using AI Content Creator:

1. Review all enhanced text carefully. AI-generated messages may require small adjustments for tone, accuracy, or context. Always confirm that the message reflects your intent and institutional standards.
2. Do not include sensitive information in prompts. Prompts should describe the desired message or tone but should never contain confidential or identifying details.
3. Use Tone and Message Length options intentionally. Experiment with tone (e.g., Inclusive, Direct) and length to tailor communications to different student audiences or message types.
4. Regenerate until satisfied. You can edit your prompt and click Regenerate as often as needed to refine the output. There is no limit to iterations.
5. Finalize your content before sending or saving. Once you select Use Enhanced, verify formatting, links, and context before completing your action.