THE UNIVERSITY OF RHODE ISLAND

Starfish Faculty/Staff Guide

The Basics

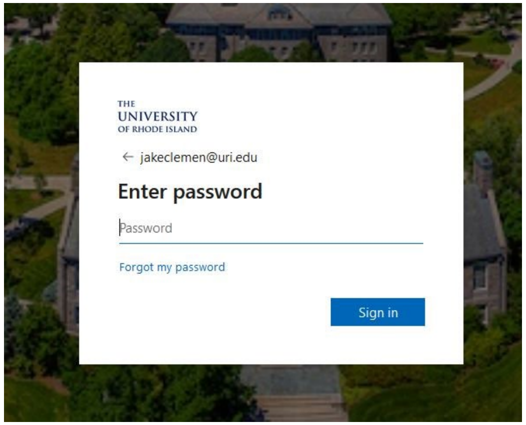
THINK BIG WE DO™

Overview

- Logging in – slide 3
- Profile Set-up – slides 4-8
- Office Hours and Appointments – slides 9-13
- Flags and Kudos – slides 14-20
- Notes – slides 21-30
- Direct Links - 31-33

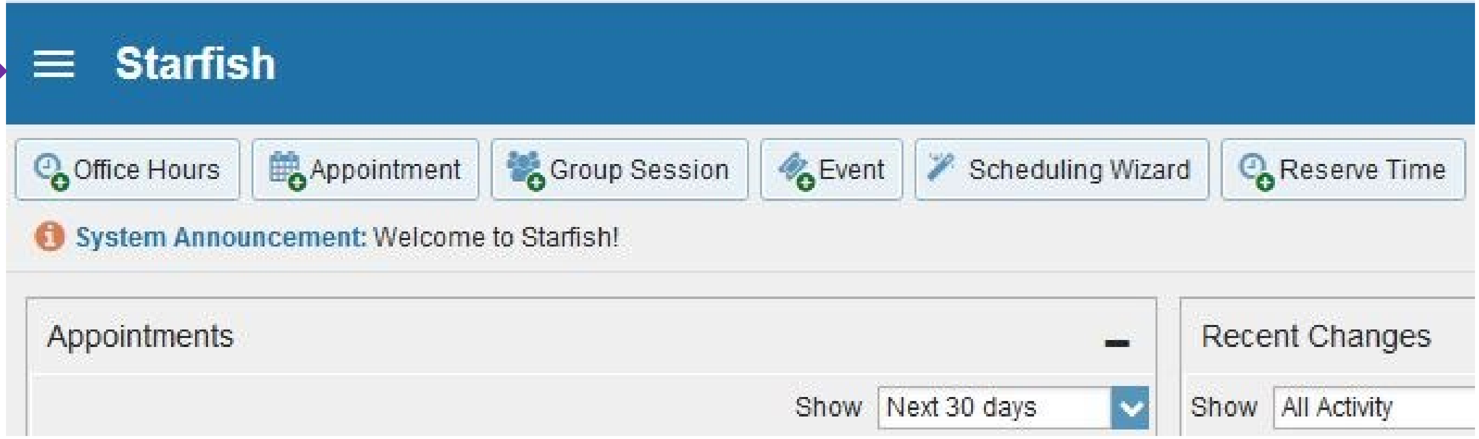
How to Log in to Starfish

- Starfish Login Page <<< Click here
- Use your single sign-on credentials (URI email and Microsoft 365 password).
- Detailed instructions for setting this up can be found here: https://web.uri.edu/its/office-365.
- You can find other resources and the link to the login page at http://uri.edu/starfish



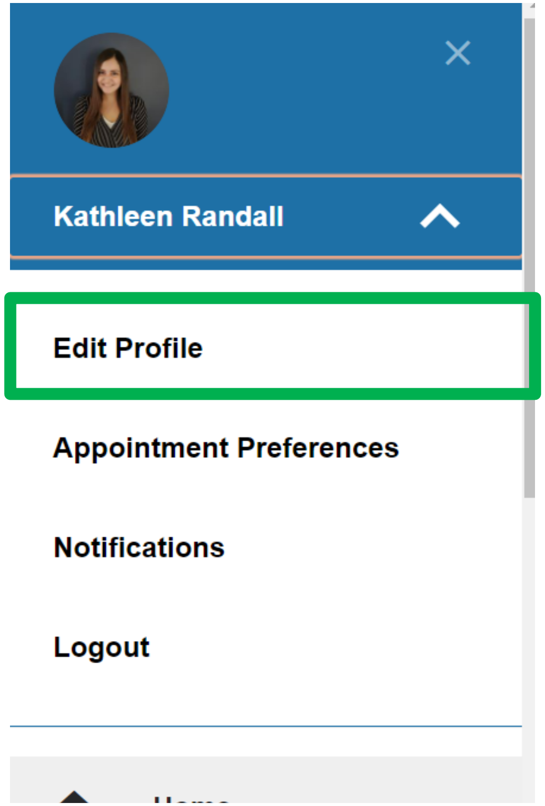
Setting Up Your Profile

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.



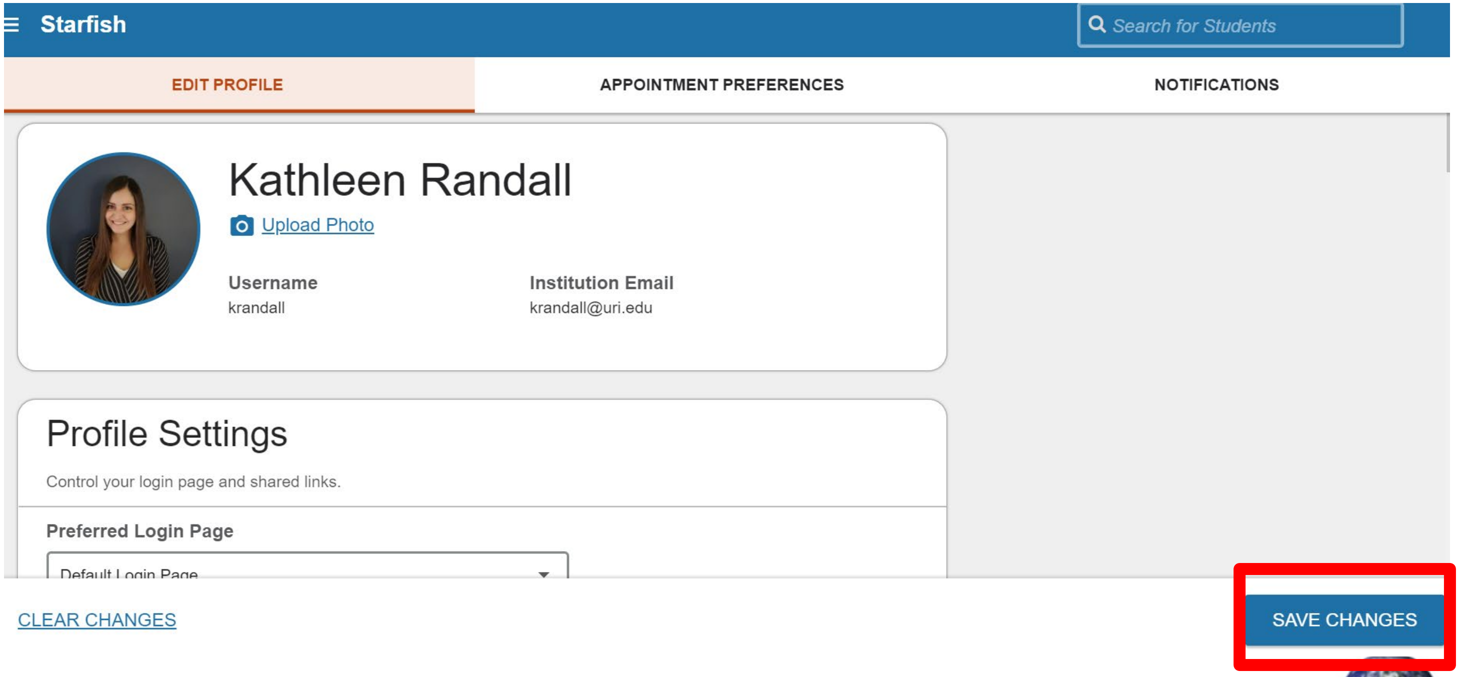
Setting Up Your Profile

The menu is where you will find most of your settings. To set up your profile, click on Edit Profile.



Setting Up Your Profile

Here, we encourage you to upload a picture of your choosing, update your profile settings, 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 Save Changes in the lower right-hand corner.

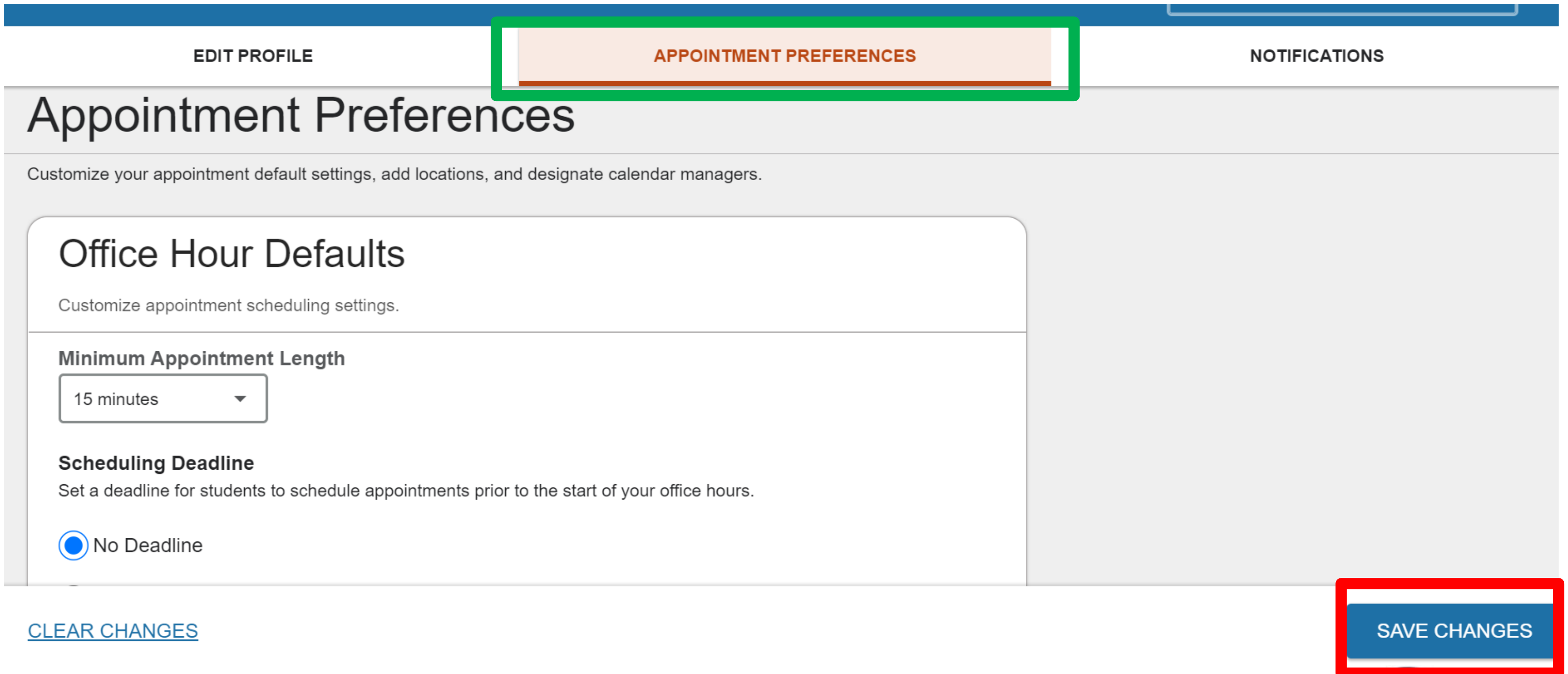


THINK BIG WE DO™

THE UNIVERSITY OF RHODE ISLAND

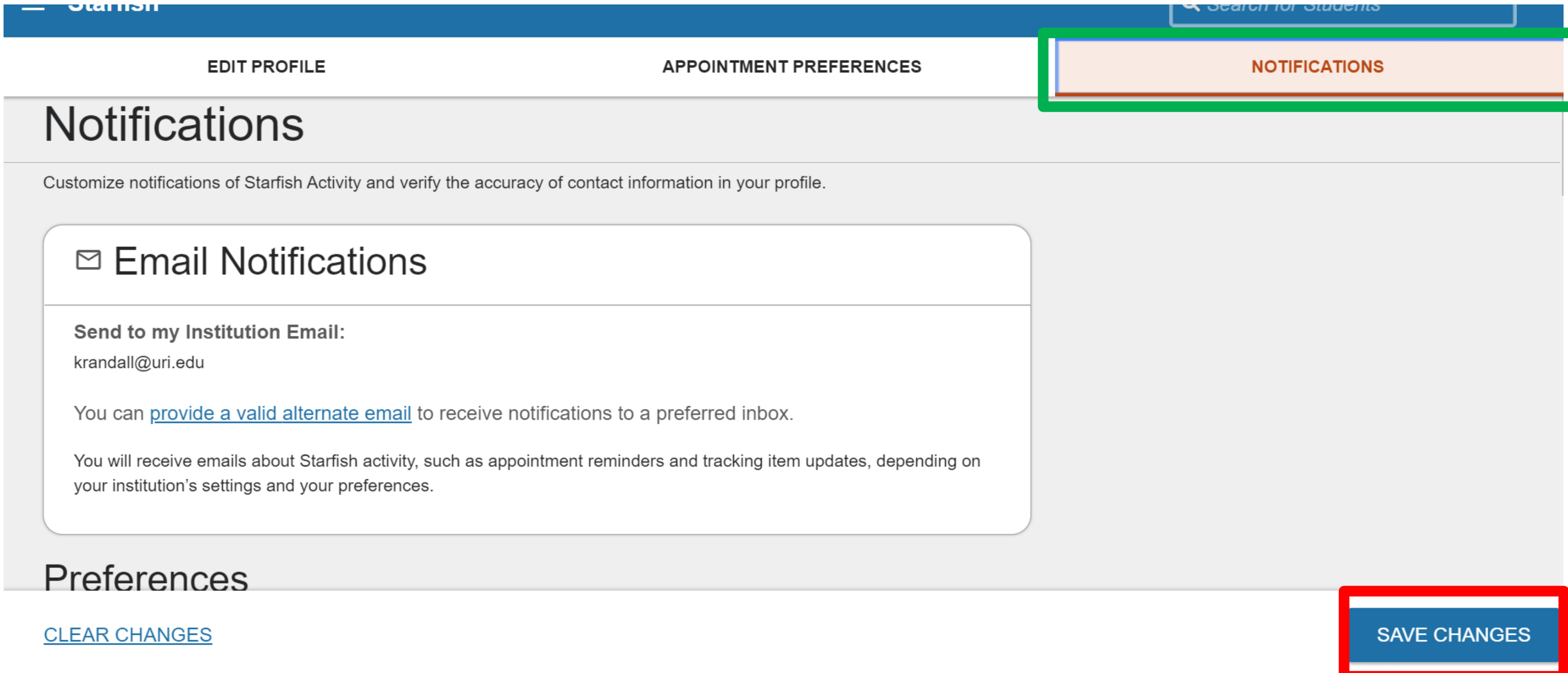
Setting Up Your Profile

Click Appointment Preferences to change appointment settings, connect your Starfish calendar to your Google calendar, and add one or multiple office locations for students to see. Click Save Changes to save.



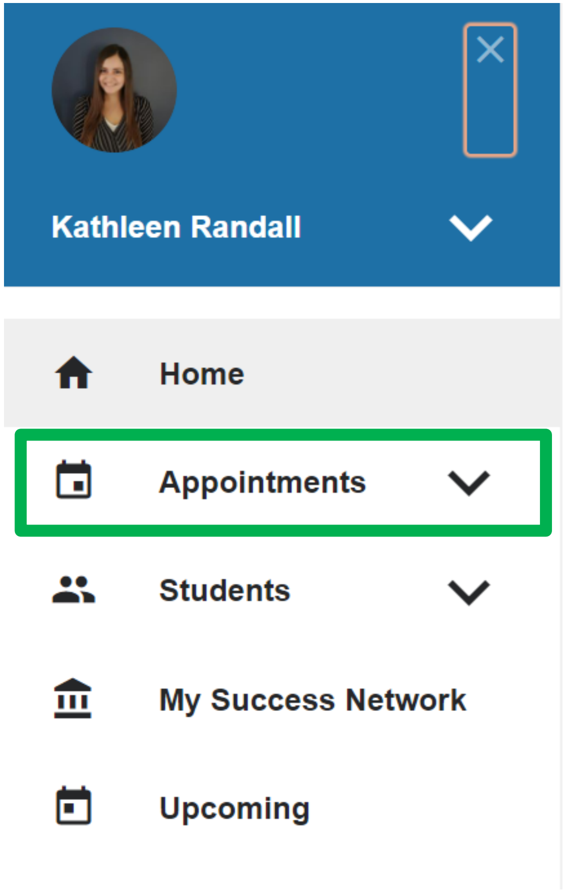
Setting Up Your Profile

The last tab is Notifications. Here you can customize notifications and set appointment reminders. Then, click Save Changes. You can alter your preferences anytime.



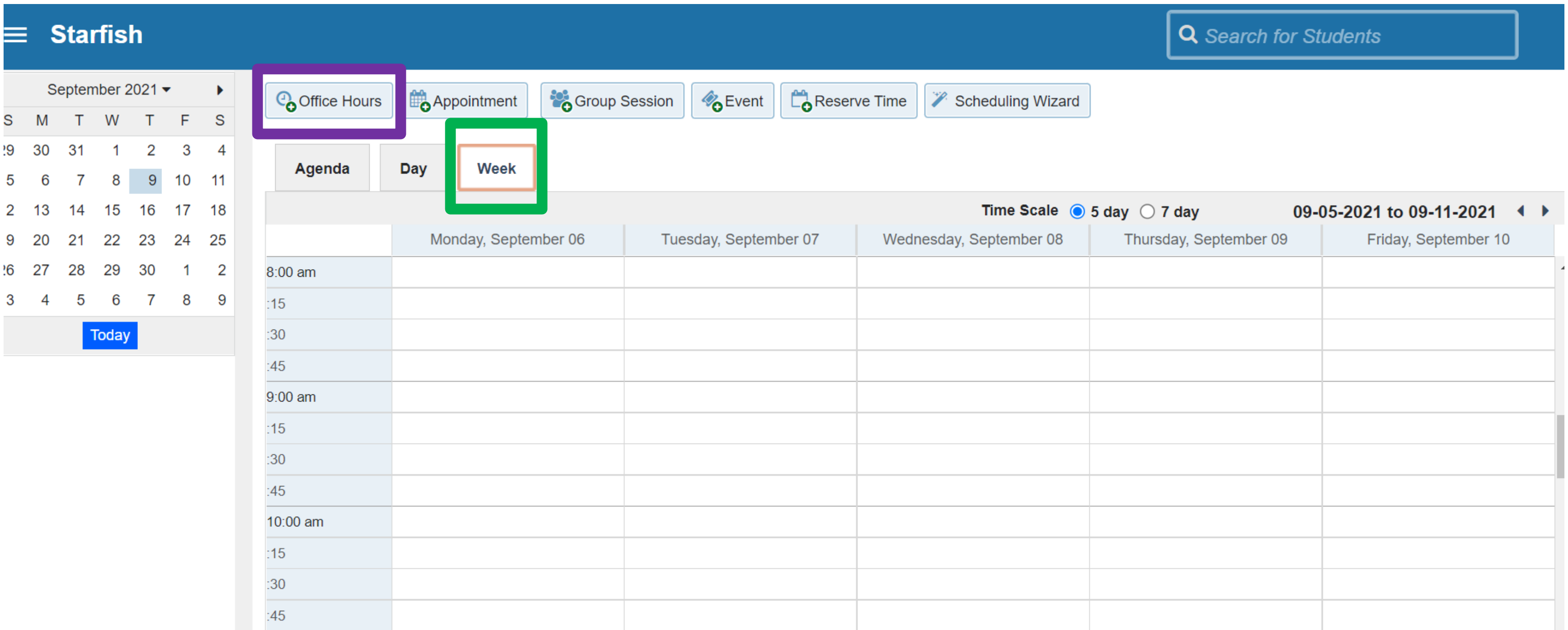
Adding Office Hours

To add office hours, return to the menu and click Appointments.



Adding Office Hours

Here you will be able to see your Starfish calendar. Next, click on the Week view, and then click the Add Office Hours button.

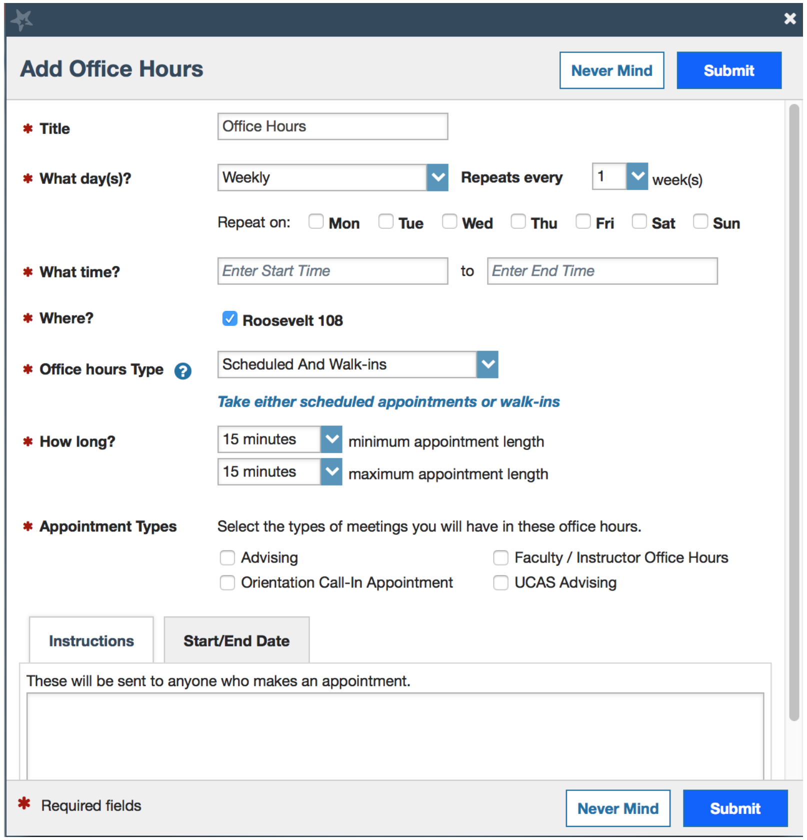


THINK BIG WE DO

THE UNIVERSITY OF RHODE ISLAND

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.



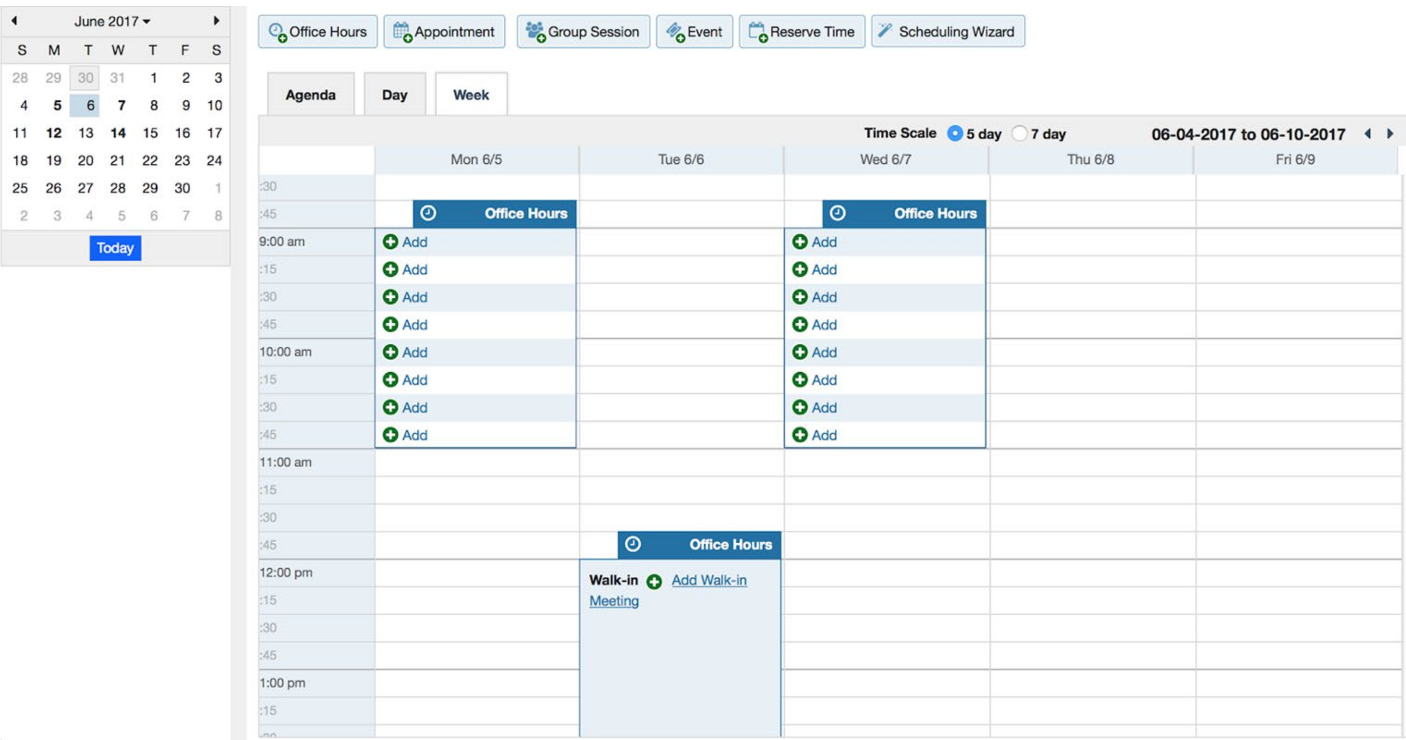
Options include differentiating between walk-in hours and scheduled appointments, length of your time blocks, and the type of appointment you will take during your office hours (appointment type restricts which students can make an appointment during the scheduled time).

Remember to click submit when you are finished!

THINK BIG WE DO™

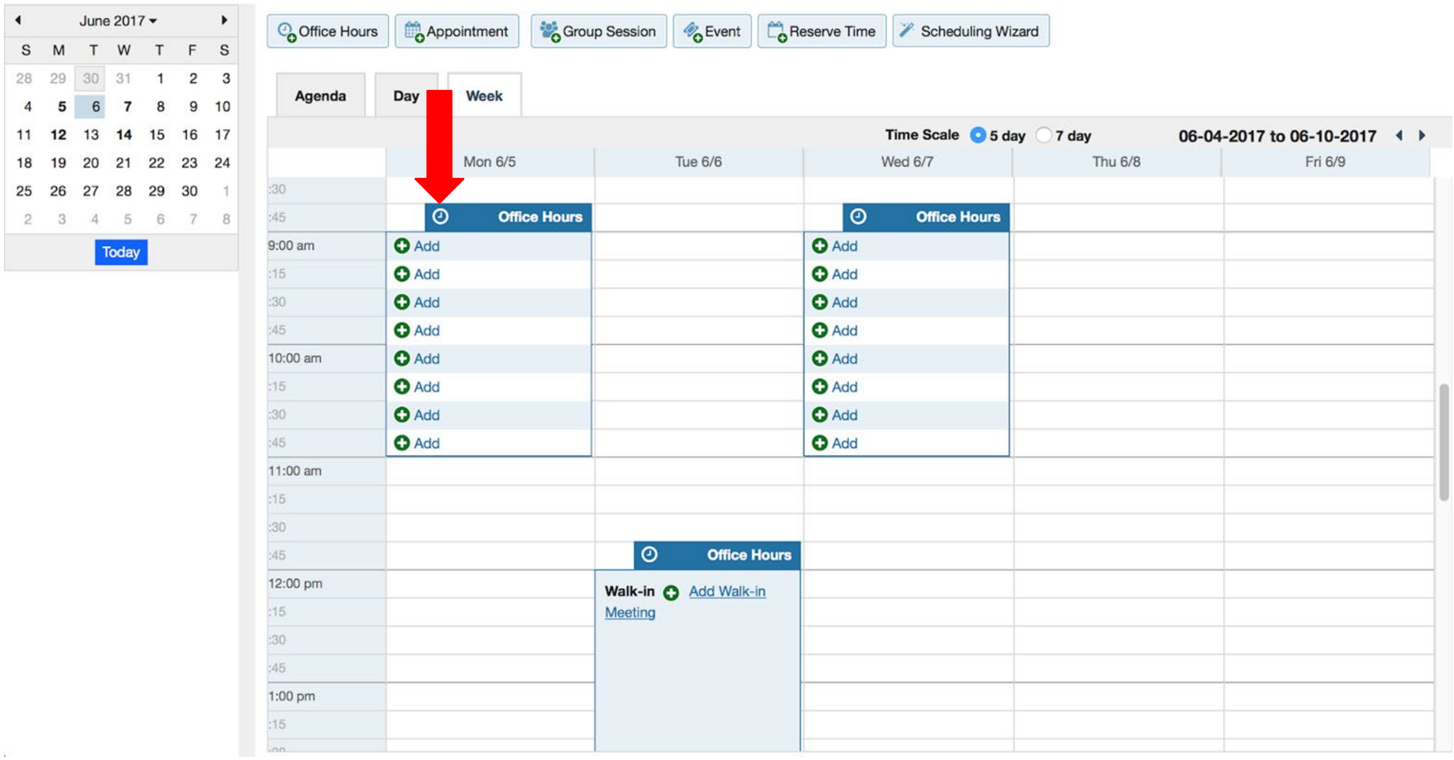
THE UNIVERSITY OF RHODE ISLAND

Adding Office Hours



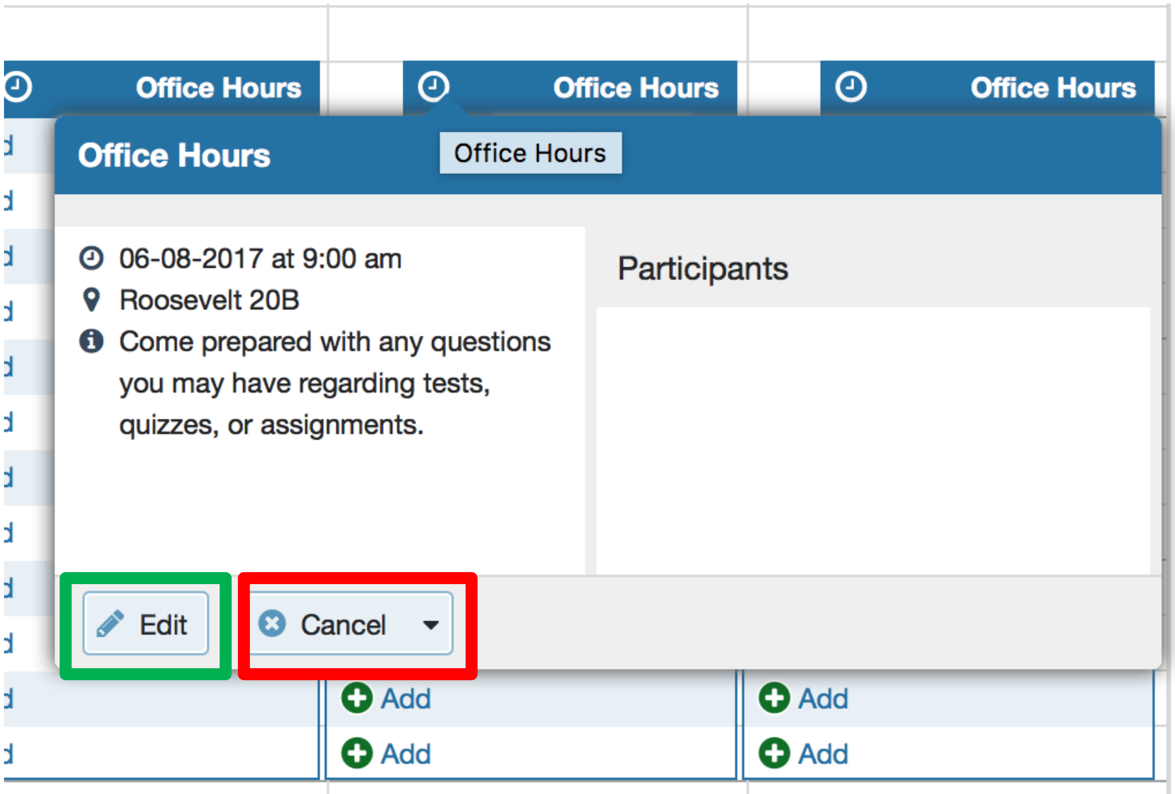
Once you have added your office hours, your calendar will look something like this. Note that the Monday and Wednesday hours have spaces to add appointments, as they are scheduled hours, and the Tuesday hours are set to be walk-ins.

Editing and Canceling Office Hours



To edit or cancel your office hours, hover over the clock icon on an office hour block.

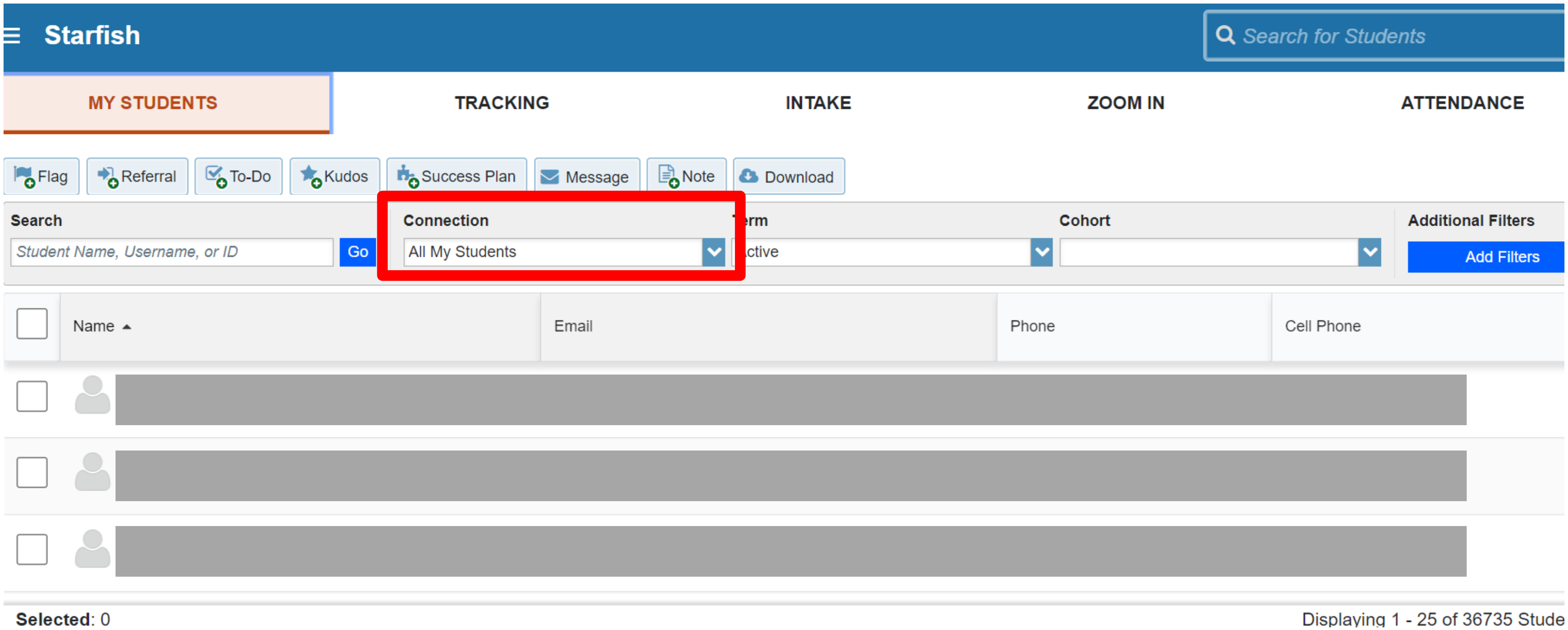
Editing and Canceling Office Hours



This window will appear. Click Edit 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.

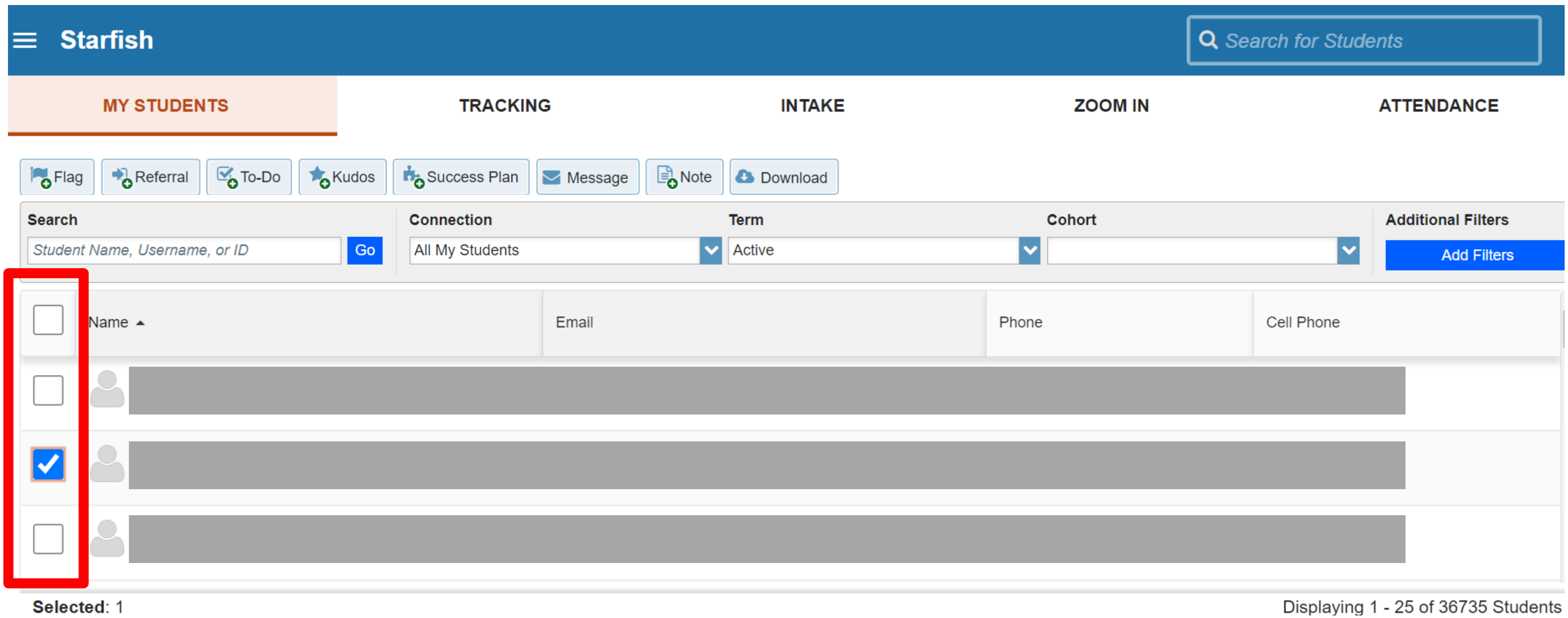
Raising Flags and Kudos

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.



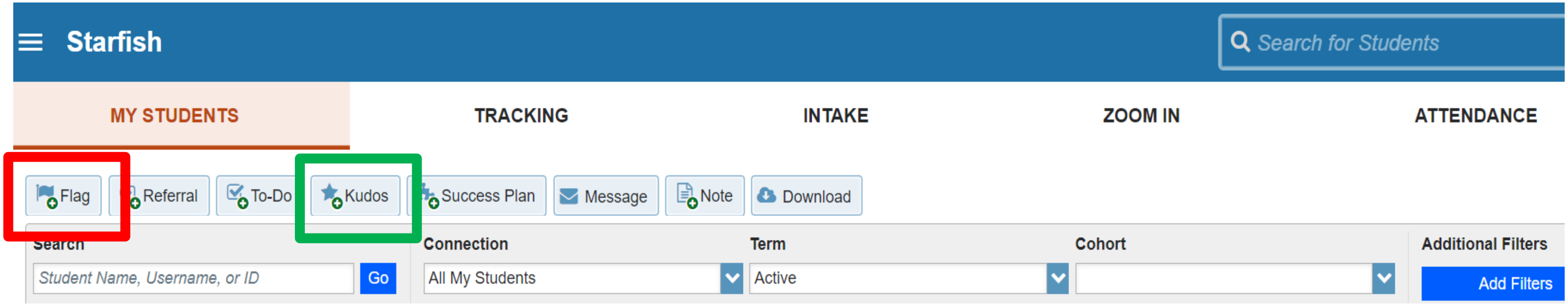
Raising Flags and Kudos

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.

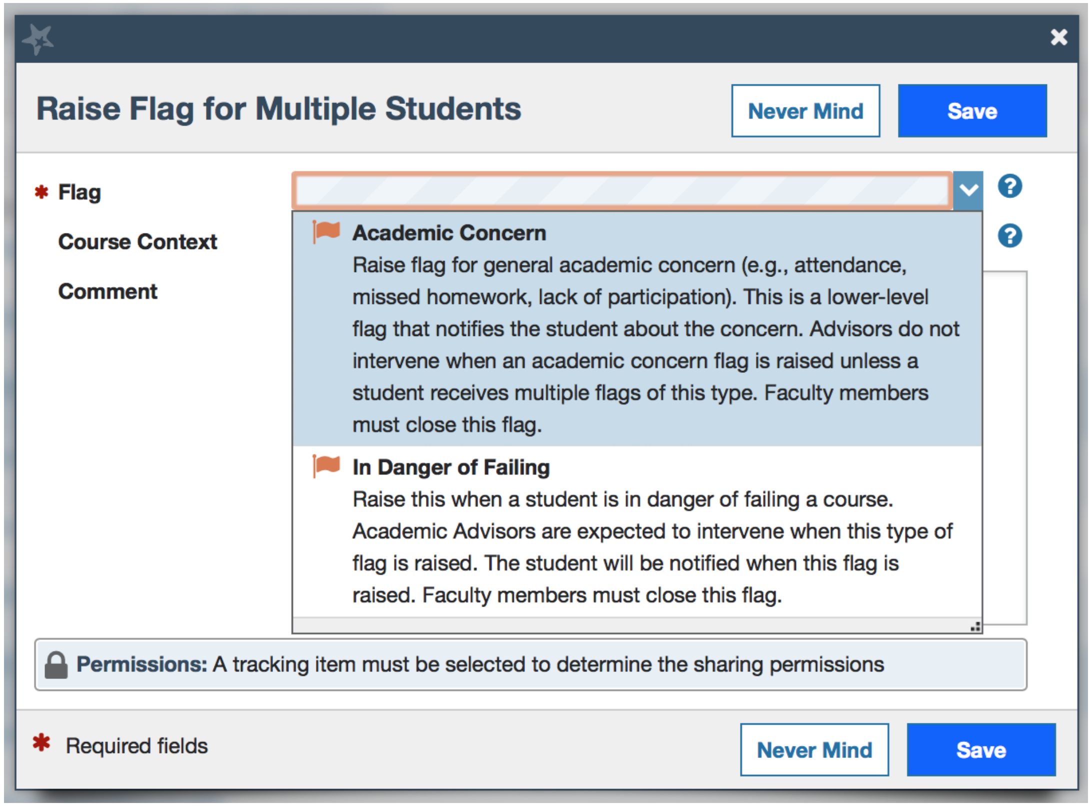


THINK BIG WE DO™

THE UNIVERSITY OF RHODE ISLAND

Raising a Flag

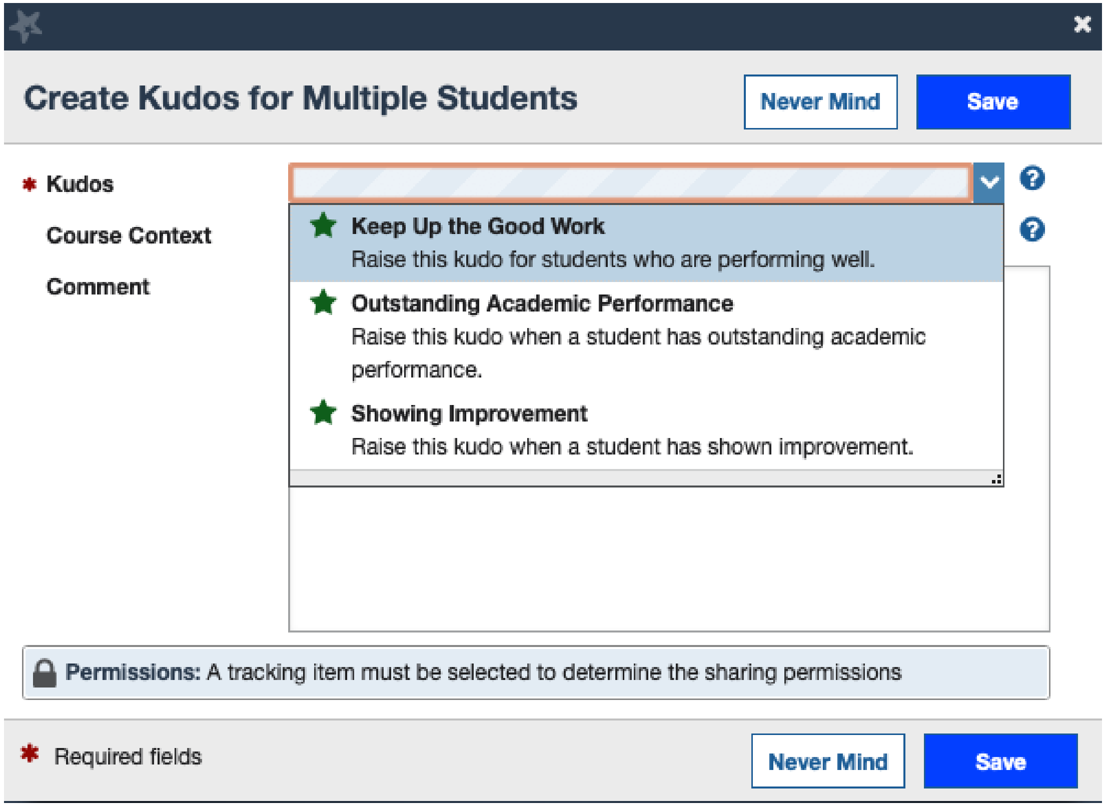
There are two types of flags. The “Academic Concern” flag is typically for students who are underperforming, but not necessarily in danger of failing. The “In Danger of Failing” flag is a higher level flag. UCAS students who receive this flag will hear from their academic advisor. Student support roles 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.

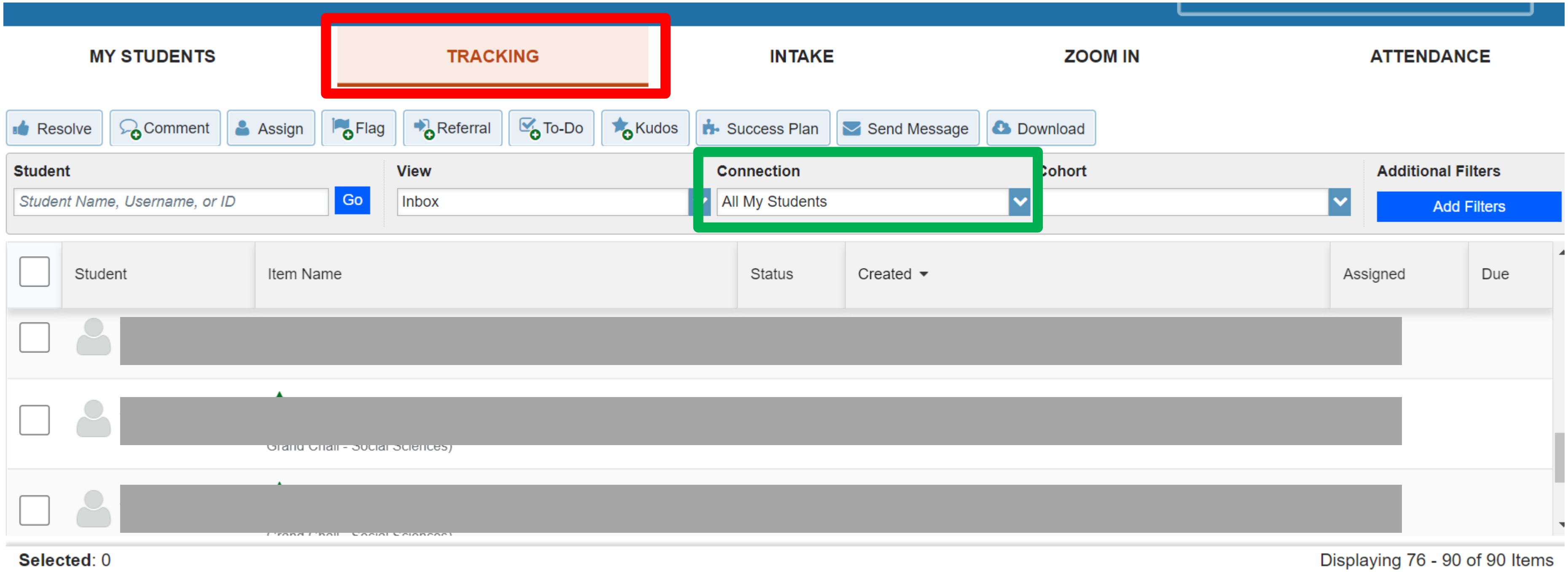


THINK BIG WE DO℠

THE UNIVERSITY OF RHODE ISLAND

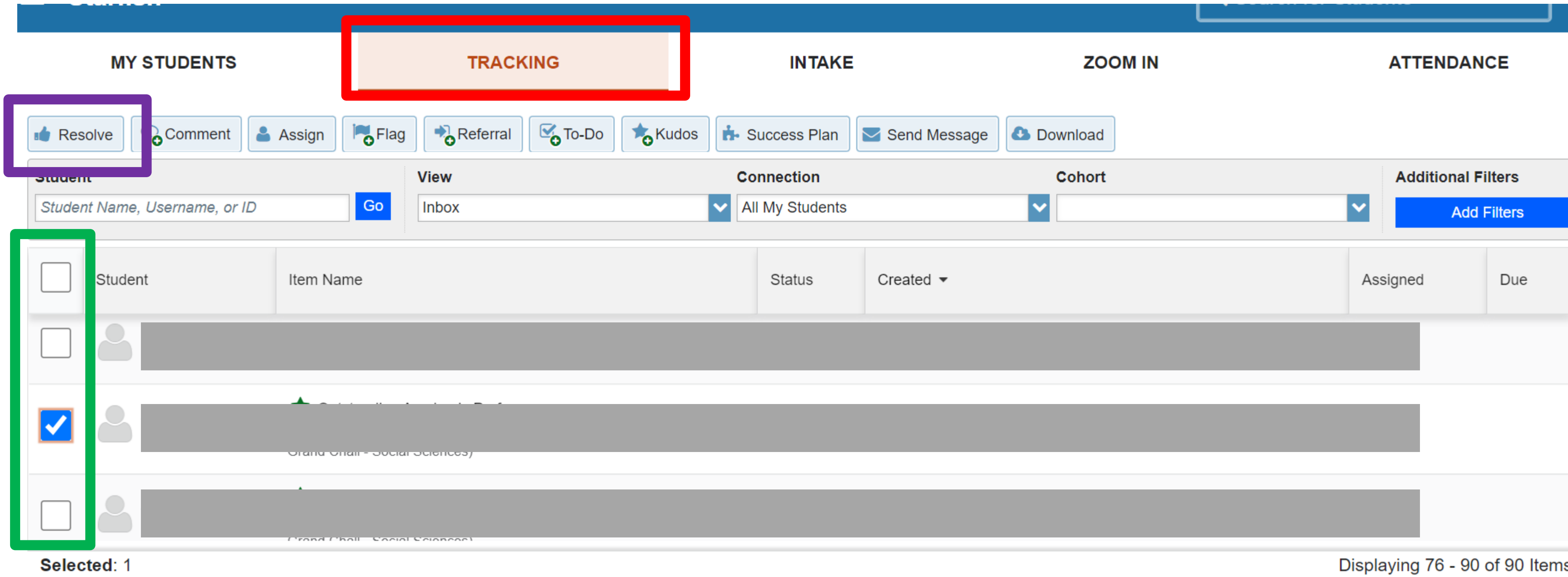
Filtering Flags

To manage which flags and kudos you see, you can sort these by your connection to students. To begin, click on Students from the main menu. Next, select 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.)



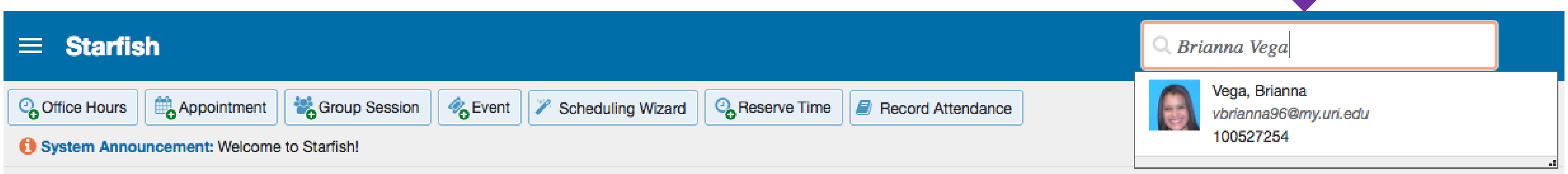
Resolving Flags

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. In the Tracking tab, click the box next to the student whose flag you want to remove. This creates a checkmark in that box. Lastly, select Resolve.



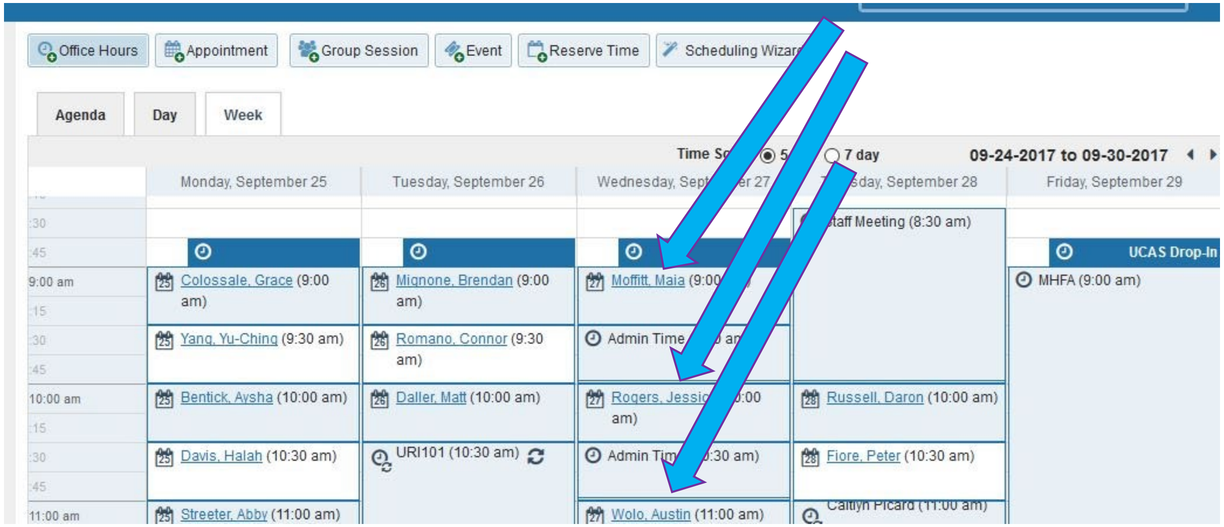
Making Notes

First, find 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.



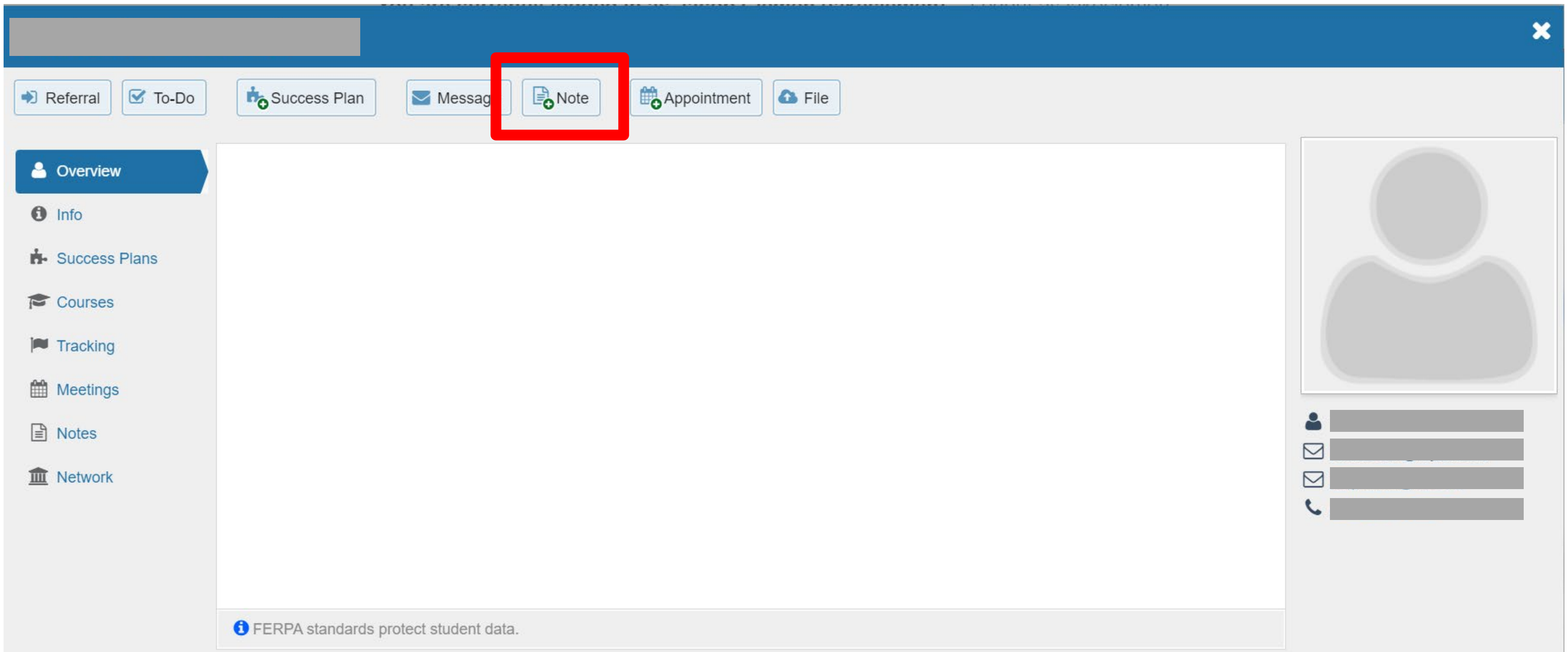
Making Notes

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.

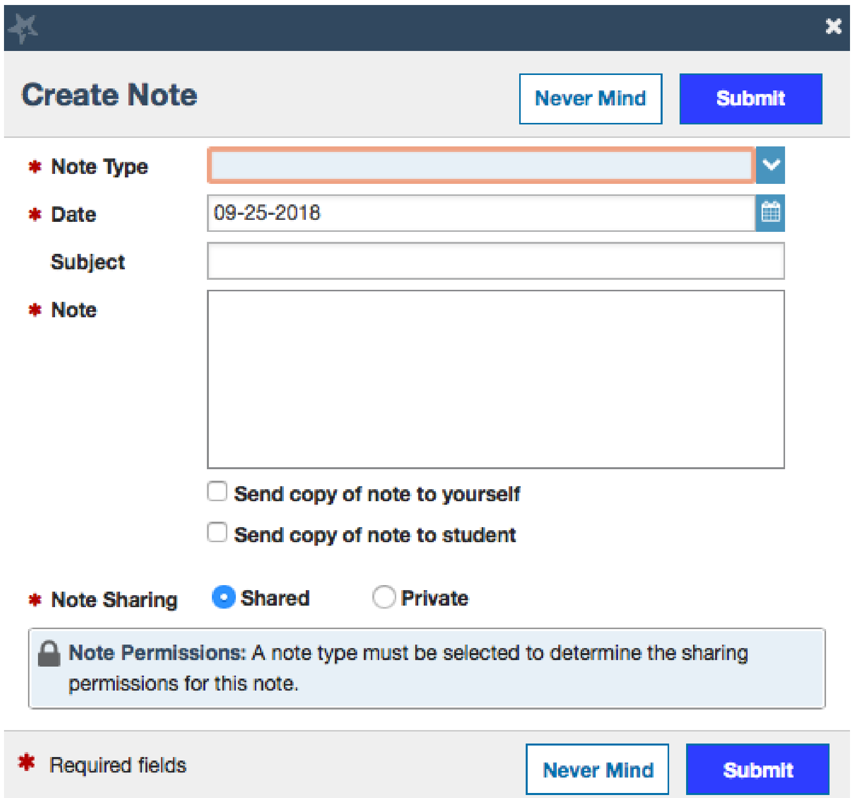


Making Notes

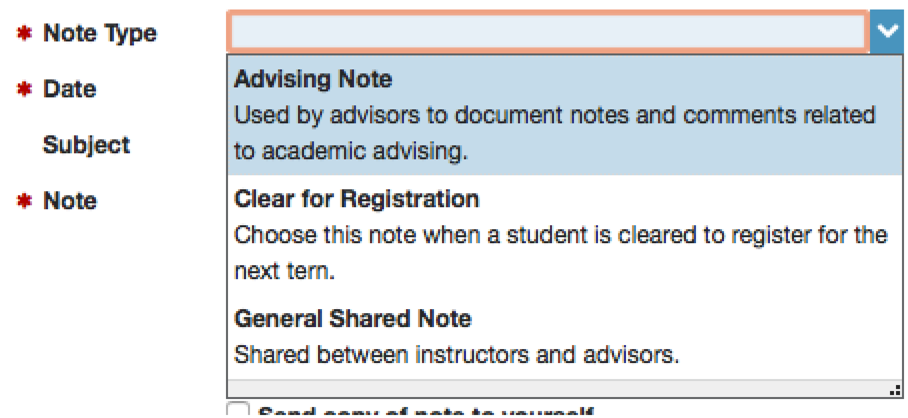
This will bring you to the student's profile. To create the note, click the Note button in the upper left-hand corner of the window.



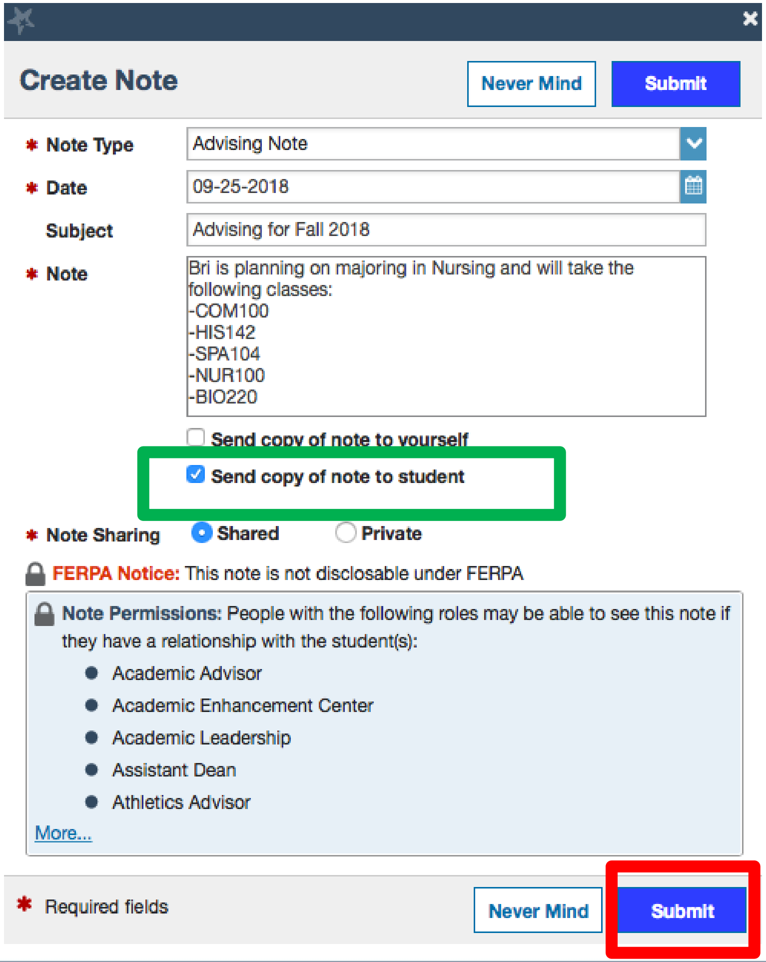
Making Notes



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

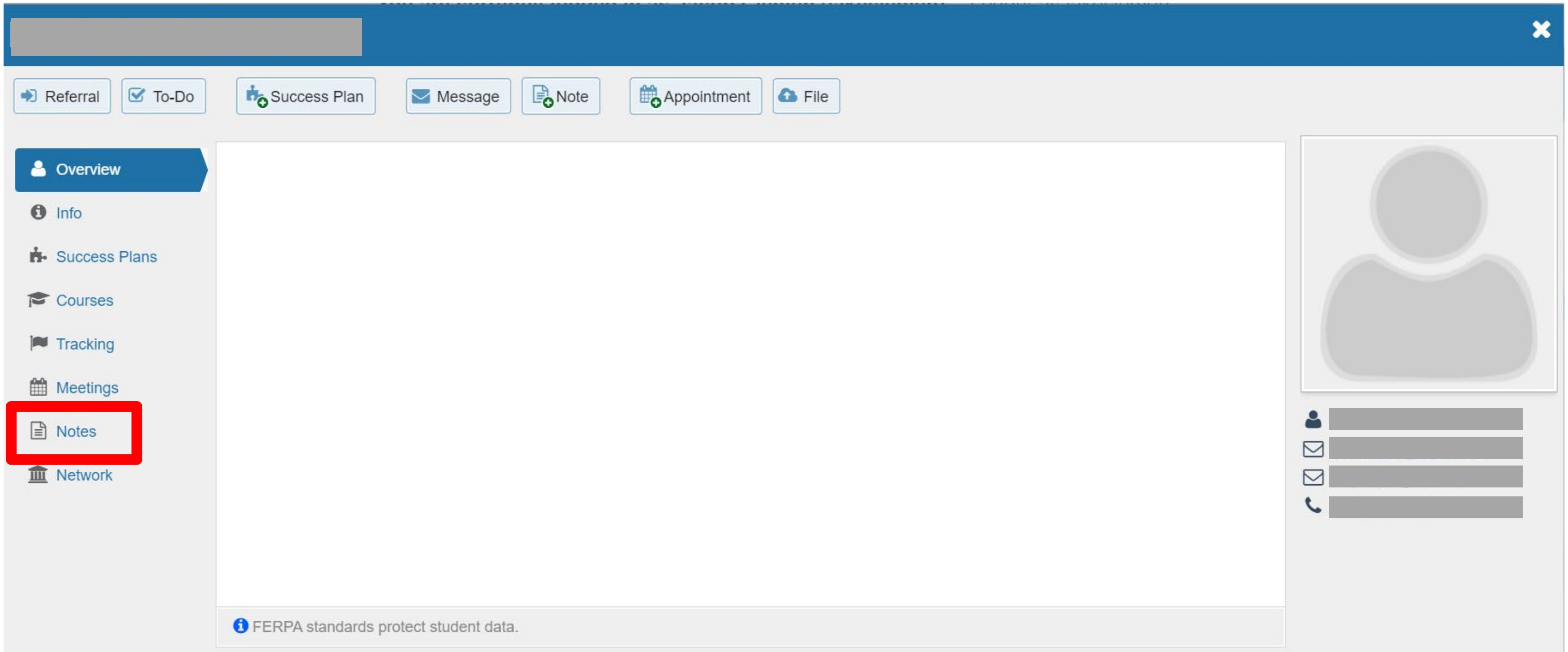


Making Notes



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.

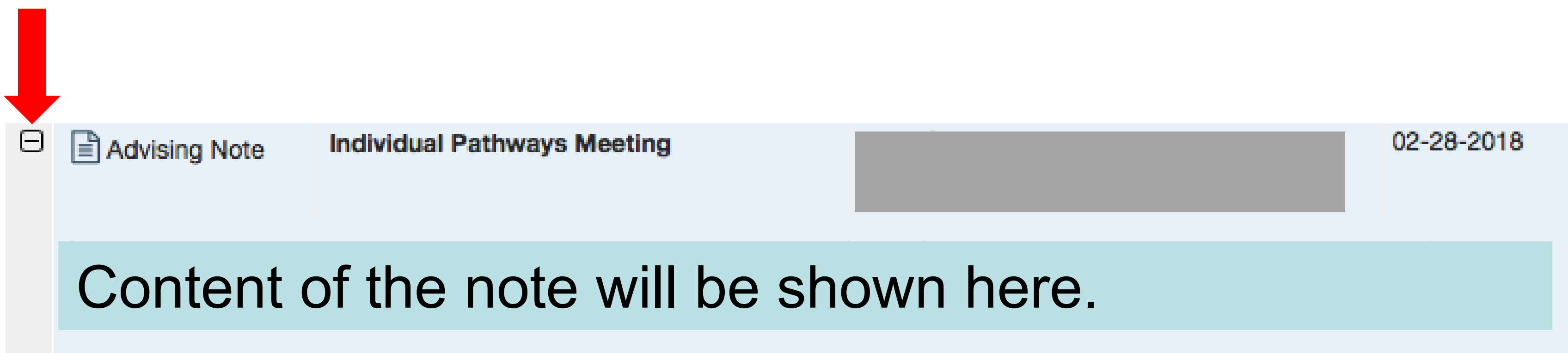
Viewing Notes



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

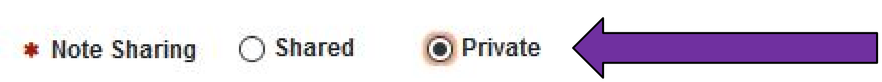
Viewing Notes

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



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 by you only through selecting the Private option at the base of the note



What to Put in a Shared Note

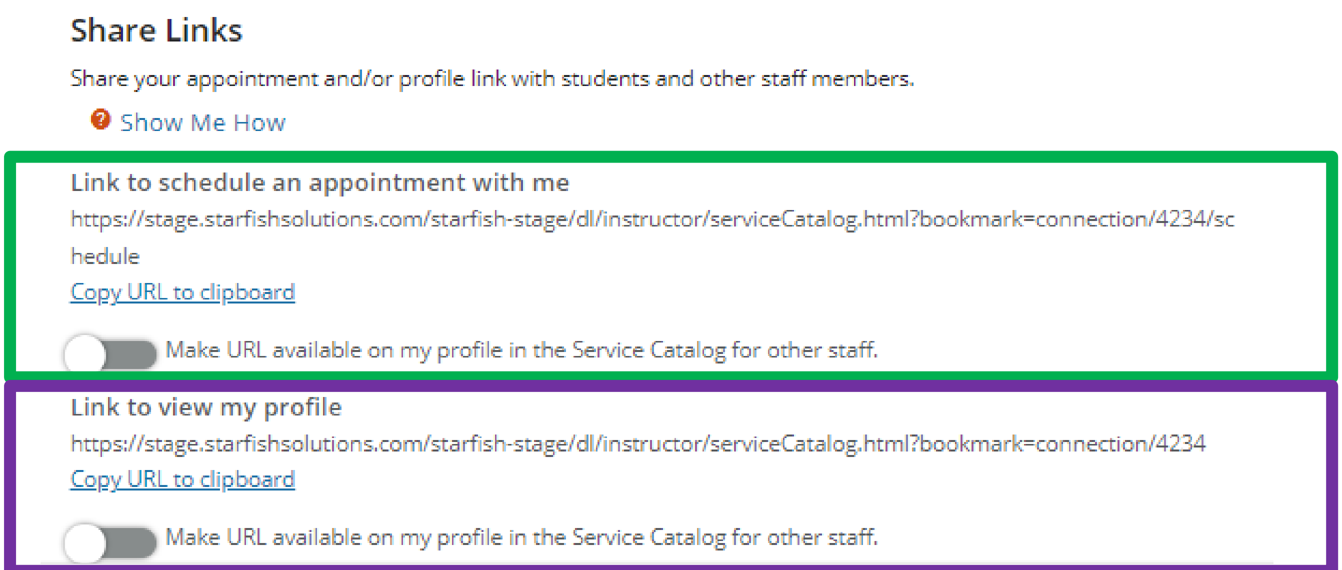
- Do put: academic information that reveals a student's academic and career direction
  - *i.e. "Jake is planning to major in SPA with a possible minor in FRN. Interested in careers around translation and interpreting. Possibly IR. Advised on spring schedule: SPA325, SPA312, FRN104, AFS190, PSC116G. Needs A4 and B3 geneds. Needs 18 more 300+ level credits. Referred to CCEE for career discussion on internships."*
  - *i.e. "Jake is not sure about his comfort with SPA coursework and career direction. May take LOA Spring semester. Referred to undeclared advisor."*
  - i.e. "Struggling in BIO101. Referred to AEC for group/individual tutoring and academic skills consultation. Expressed strong interest in subject area, but struggling on exams."

What Not to Put in a Shared Note

- Do not put: personal information, behavioral information, and summary judgements
  - *i.e. "Jake is not a good fit in the SPA program. Self-identified as struggling with clinical depression. Regularly argues with roommates."*
  - *i.e. "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."*
  - *i.e. "Homesick. Not attending classes regularly. Seeing a mental health counselor in Wakefield, but not happy with setup. Recently broke up with partner."*

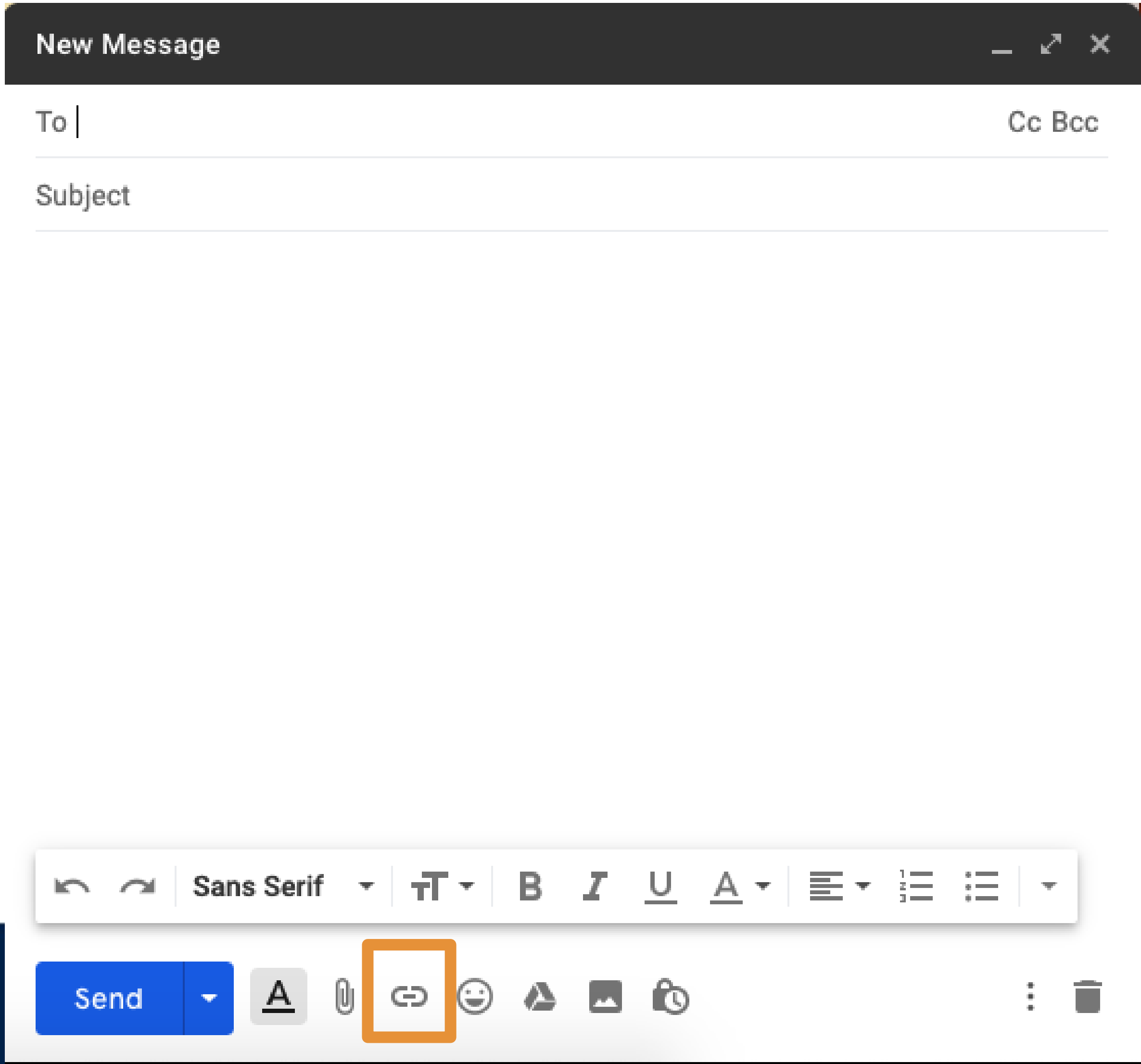
Direct Links

If you head back to Edit Profile in the main menu, you will see a section below your basic info about “Share Links”. This section allows you to send someone a direct link to either your Starfish profile or your appointment calendar. The first link directs students directly to the scheduler for them to make appointments with you. The second link directs students to your Starfish profile.

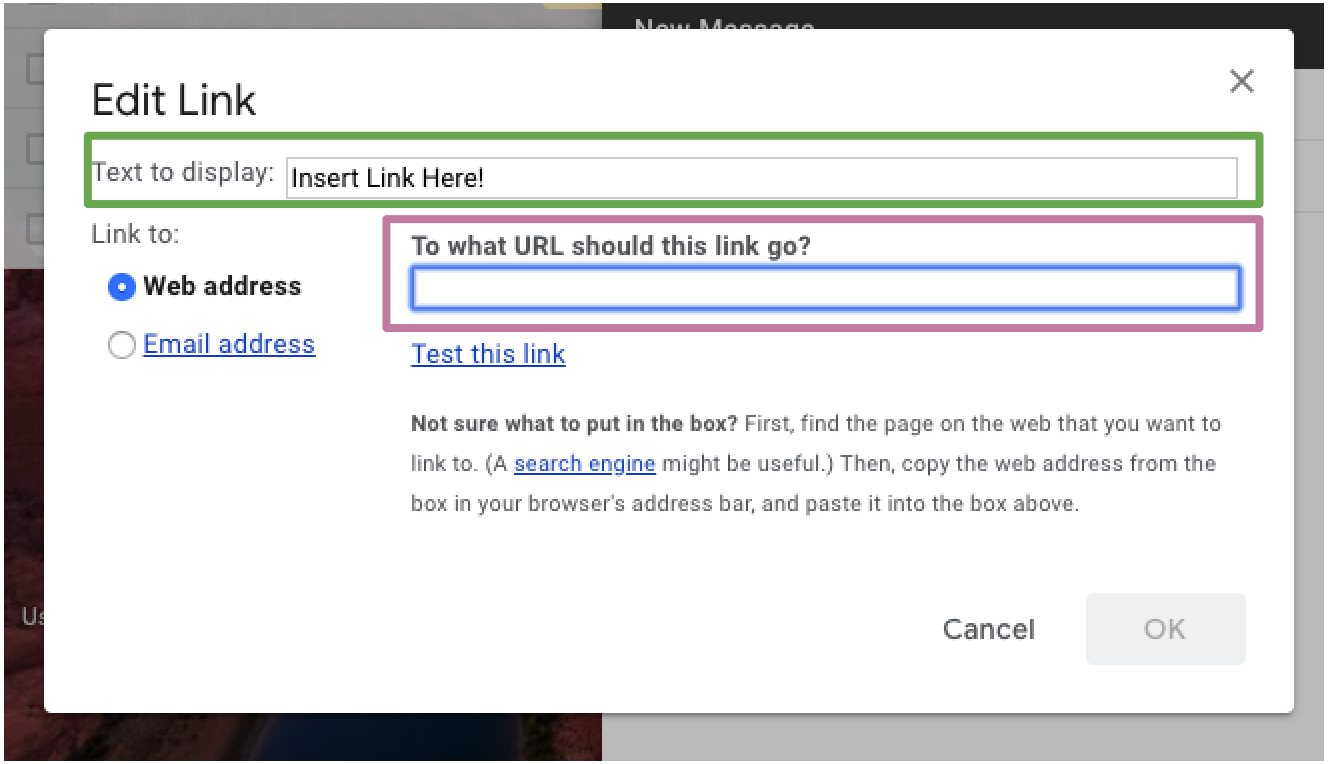


Sharing Direct Links

Your two direct links can be shared with anyone you choose. Want to share it in an email of students? Copy and paste the link just like you would any other URL. Or, add a hyperlink to text in your email. To do this, draft your email. Then, highlight the words you want to add a hyperlink too. Next, click the Insert Link button.



Sharing Direct Links



Your highlighted text will show in the Text to Display section. Then, paste the direct link you want to share in the Web Address section. Click OK, and you'll be all set!

THE UNIVERSITY OF RHODE ISLAND

Have a Starfish problem or question?

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

THINK BIG WE DO™