

Starfish Faculty/Staff Guide

The Basics

Overview

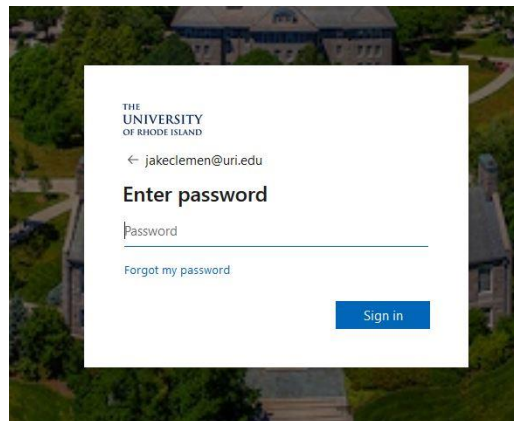
- Logging in – slide 3
- Profile Set-up – slides 4-8
- Office Hours and Appointments – slides 9-13
- Flags and Kudos – slides 14-20
- Notes – slides 21-30
- Direct Links - 31-33

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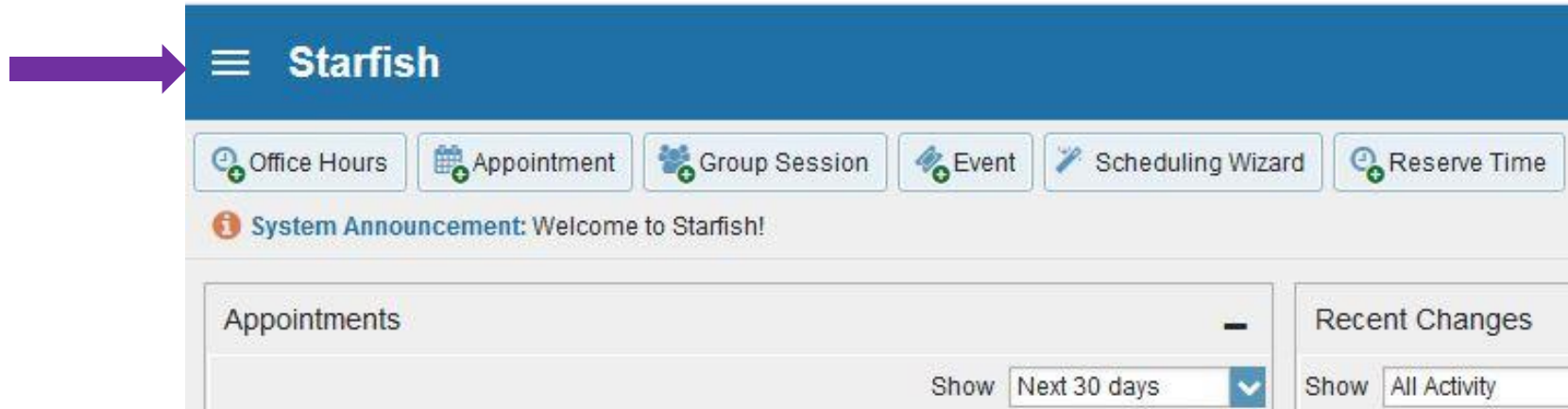
How to Log in to Starfish

- [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>



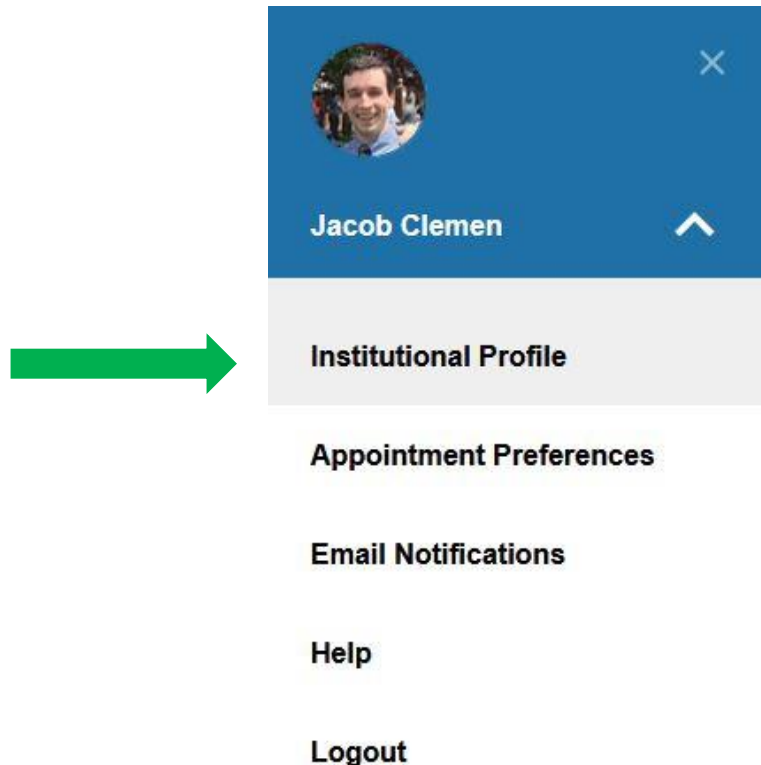
Setting Up Your Profile

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 “**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.

≡ Starfish

Search for Students

Institutional Profile


Appointment Preferences

Email Notifications

Never Mind

Submit

Please fill out as much of your profile as possible; students will see some of this information depending on your role.



Upload Photo

Jacob Clemen [Last Login: 2:44 pm August 24, 2020]

Login Page

Default Login Page

Title

Coordinator, Student Success & Starfish Systems

Contact Information

Login

jakeclemen

Institution Email

jakeclemen@uri.edu

Phone

401-874-9085

Alternate Email

Cell Phone

Video Phone

Send my correspondence to

☒ Institution Email ☐ Alternate Email ☐ Both

☐ Display all time zones

Time zone

(GMT-05:00) Eastern Time

Share Links

Share your appointment and/or profile link with students by copying the link(s) to the clipboard. You can use the links in emails, email signatures, a non-Starfish web page, etc. If you'd like for your links to display for staff to share, select the appropriate checkbox(es) below to display the link(s) on your Connection Profile in the Services tab. Students who receive a link to schedule an appointment with you or view your profile will only be able to use the link if they have a relationship in Starfish with you. Note: If you are having trouble copying a link, try using another web browser.

Link to schedule an appointment with me


<https://uri.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/1613824/schedule> [Copy link to clipboard](#)

☐ Make link available in the Services tab on my profile for other staff to copy.


Link to view my profile

<https://uri.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/1613824> [Copy link to clipboard](#)

☐ Make link available in the Services tab on my profile for other staff to copy.


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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.



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Appointment Preferences | Email Notifications

[Never Mind](#) [Submit](#)

Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length: 15 minutes

Scheduling deadline:

- ☒ None
- ☐ 5:00 pm the day before the office hours
- ☐ 9:00 am the day of the office hours
- ☐ 1 hour(s) before the office hours

☐ Allow drop-ins after deadline has passed

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

+ Add Location

Type	Name	Instructions
Office	232 Roosevelt Hall	
Office	WALK-INS Hour in ROOS 252	Walk in hours. You may also make an appointment during this time. Wait times may occur.

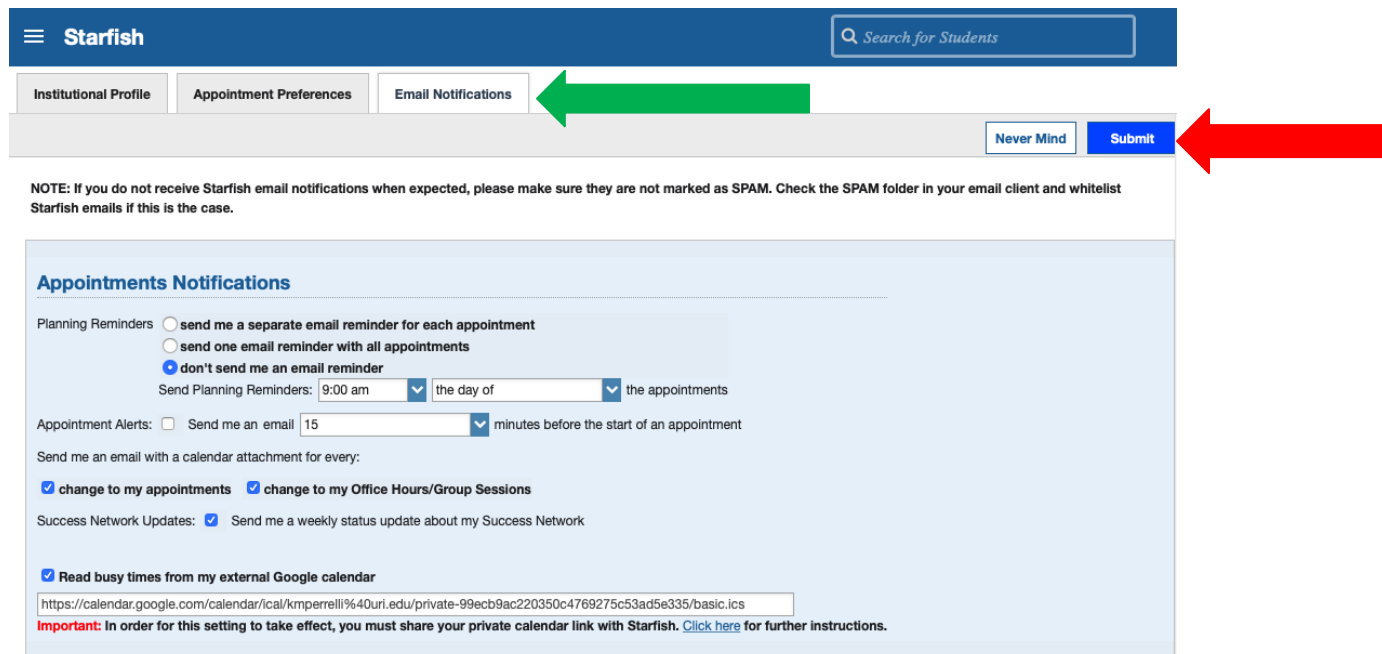
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Setting Up Your Profile

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.



Starfish

Search for Students

Institutional Profile Appointment Preferences **Email Notifications**

Never Mind Submit

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/kmperrelli%40uri.edu/private-99ecb9ac220350c4769275c53ad5e335/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.

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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.

The screenshot shows the Starfish interface. On the left is a blue sidebar with a user profile for Jacob Clemen and a menu. A red arrow points to the 'Appointments' menu item. The main area shows a calendar for September 2019. A purple arrow points to the 'Office Hours' button in the top navigation bar. Below this, a green arrow points to the 'Week' view tab. The calendar grid shows a weekly view starting from Sunday, September 23.

Starfish

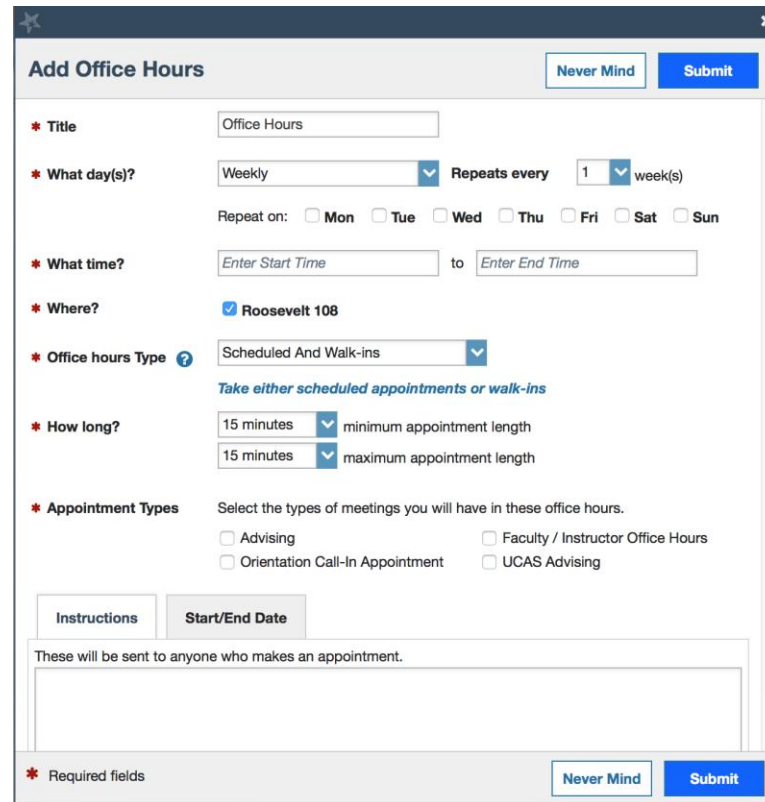
Office Hours Appointment Group Session Event Reserve Time Scheduling Wizard

Agenda Day **Week**

	Sunday, September 23	Monday, September 24	Tuesday, September 25	Wednesday, September 26
12:00 am				
:15				
:30				
:45				
1:00 am				
:15				
:30				
:45				
2:00 am				
:15				
:30				
:45				
3:00 am				
:15				
:30				
:45				
4:00 am				
:15				
:30				
:45				
5:00 am				
:15				

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.

A screenshot of a web form titled "Add Office Hours". The form has a title field with "Office Hours" entered. The "What day(s)?" field is set to "Weekly" with a dropdown arrow, and "Repeats every" is set to "1" with a dropdown arrow, followed by "week(s)". Below this is a "Repeat on:" section with radio buttons for Mon, Tue, Wed, Thu, Fri, Sat, and Sun. The "What time?" field has two input boxes labeled "Enter Start Time" and "to Enter End Time". The "Where?" field has a checked checkbox for "Roosevelt 108". The "Office hours Type" field has a dropdown menu set to "Scheduled And Walk-ins" with a question mark icon, and a link below it that says "Take either scheduled appointments or walk-ins". The "How long?" field has two dropdown menus, both set to "15 minutes", with labels "minimum appointment length" and "maximum appointment length". The "Appointment Types" section has the text "Select the types of meetings you will have in these office hours." and four checkboxes: "Advising", "Faculty / Instructor Office Hours", "Orientation Call-in Appointment", and "UCAS Advising". At the bottom, there are two tabs: "Instructions" and "Start/End Date". Below the tabs is a text area with the placeholder text "These will be sent to anyone who makes an appointment." At the very bottom, there is a "Required fields" section with a red asterisk icon, and two buttons: "Never Mind" and "Submit".

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!

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Adding Office Hours

The screenshot shows a web application for scheduling appointments. At the top, there is a navigation bar with tabs: Home, Appointments (selected), Students, Services, and Admin. A search bar for students and a user profile for Robert Marshall are also present. Below the navigation bar, there are buttons for Office Hours, Appointment, Group Session, Event, Reserve Time, and Scheduling Wizard. On the left, a calendar for June 2017 is displayed, with the 6th of June highlighted. The main area shows a weekly agenda for the period 06-04-2017 to 06-10-2017. The agenda is organized by day (Mon 6/5, Tue 6/6, Wed 6/7, Thu 6/8, Fri 6/9) and time slots (9:00 am, 10:00 am, 11:00 am, 12:00 pm, 1:00 pm). The 'Office Hours' button is visible in the 9:00 am and 10:00 am slots for Monday and Wednesday. The 'Walk-in Meeting' button is visible in the 12:00 pm slot for Tuesday. The 'Add' button is visible in the 9:00 am and 10:00 am slots for Monday and Wednesday.

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.

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Editing and Canceling Office Hours

The screenshot displays the University of Rhode Island's appointment scheduling system. The top navigation bar includes links for Home, Appointments, Students, Services, and Admin. A search bar for students is located next to the user profile (Robert Marshall). Below the navigation bar is a calendar for June 2017. The main area shows a weekly agenda for the period 06-04-2017 to 06-10-2017. A red arrow points to a clock icon on the 'Mon 6/5' column, which is labeled 'Office Hours'. The interface also shows 'Add' buttons for creating new office hours blocks.

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

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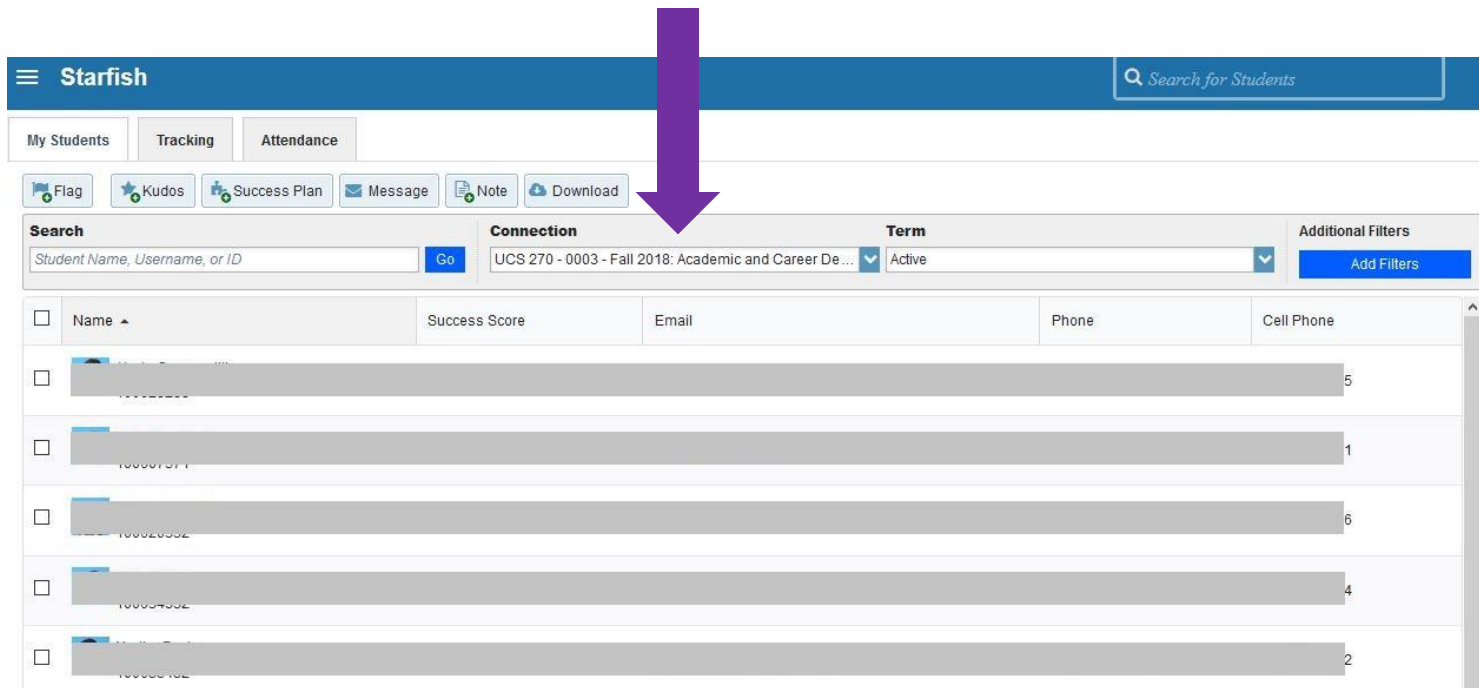
Editing and Canceling Office Hours

The screenshot shows a web interface with a table of 'Office Hours' in the background. A modal window is open, displaying details for a specific session: '06-08-2017 at 9:00 am', 'Roosevelt 20B', and a description: 'Come prepared with any questions you may have regarding tests, quizzes, or assignments.' To the right of these details is a section labeled 'Participants' with an empty list. At the bottom of the modal, there are two buttons: 'Edit' (with a pencil icon) and 'Cancel' (with a red 'X' icon and a dropdown arrow). A green arrow points to the 'Edit' button, and a red arrow points to the 'Cancel' button. Below the modal, the table continues with rows containing a green plus icon and the word 'Add'.

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.

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Raising Flags and Kudos



Starfish

Search for Students

My Students Tracking Attendance

Flag Kudos Success Plan Message Note Download

Search

Student Name, Username, or ID Go

Connection UCS 270 - 0003 - Fall 2018: Academic and Career De... Term Active

Additional Filters Add Filters

<input type="checkbox"/>	Name	Success Score	Email	Phone	Cell Phone
<input type="checkbox"/>	[REDACTED]	5	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	1	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	6	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	4	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	2	[REDACTED]	[REDACTED]	[REDACTED]

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.

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Raising Flags and Kudos

Starfish

My Students | **Tracking** | **Attendance**

Search **Connection** **Term** **Additional Filters**

<input type="checkbox"/>	Name ▲	Success Score	Email	Phone	Cell Phone
<input type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

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

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Raising Flags and Kudos

My Students Tracking Attendance

Flag Kudos Success Plan Message Note Download

Search

Student Name, Username, or ID Go

Connection

CSV 301 - 0001 - Spring 2017: Course Community ...

Name	Email
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Next, click the “Add Flag” or “Add Kudos” button.

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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.

The screenshot shows a web form titled "Raise Flag for Multiple Students" with a close button (X) in the top right corner. Below the title are two buttons: "Never Mind" and "Save". The form has two main sections: "Flag" and "Comment". The "Flag" section has a dropdown menu with two options: "Academic Concern" and "In Danger of Failing". The "Academic Concern" option is selected and highlighted. Below the dropdown, there is a text area for the "Comment". At the bottom of the form, there is a "Permissions" section with a lock icon and the text: "Permissions: A tracking item must be selected to determine the sharing permissions". At the very bottom, there is a "Required fields" section with a red asterisk icon and two buttons: "Never Mind" and "Save".

Raise Flag for Multiple Students [Never Mind] [Save]

* Flag

Course Context

Comment

Academic Concern
Raise flag for general academic concern (e.g., attendance, missed homework, lack of participation). This is a lower-level flag that notifies the student about the concern. Advisors do not intervene when an academic concern flag is raised unless a student receives multiple flags of this type. Faculty members must close this flag.

In Danger of Failing
Raise this when a student is in danger of failing a course. Academic Advisors are expected to intervene when this type of flag is raised. The student will be notified when this flag is raised. Faculty members must close this flag.

Permissions: A tracking item must be selected to determine the sharing permissions

* Required fields [Never Mind] [Save]

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.

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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.

✱

Create Kudos for Multiple Students

Never Mind

Save

✱ Kudos

Course Context

Comment

▼

★ Keep Up the Good Work

Raise this kudo for students who are performing well.

★ Outstanding Academic Performance

Raise this kudo when a student has outstanding academic performance.

★ Showing Improvement

Raise this kudo when a student has shown improvement.

Permissions: A tracking item must be selected to determine the sharing permissions

✱ Required fields

Never Mind

Save

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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.)

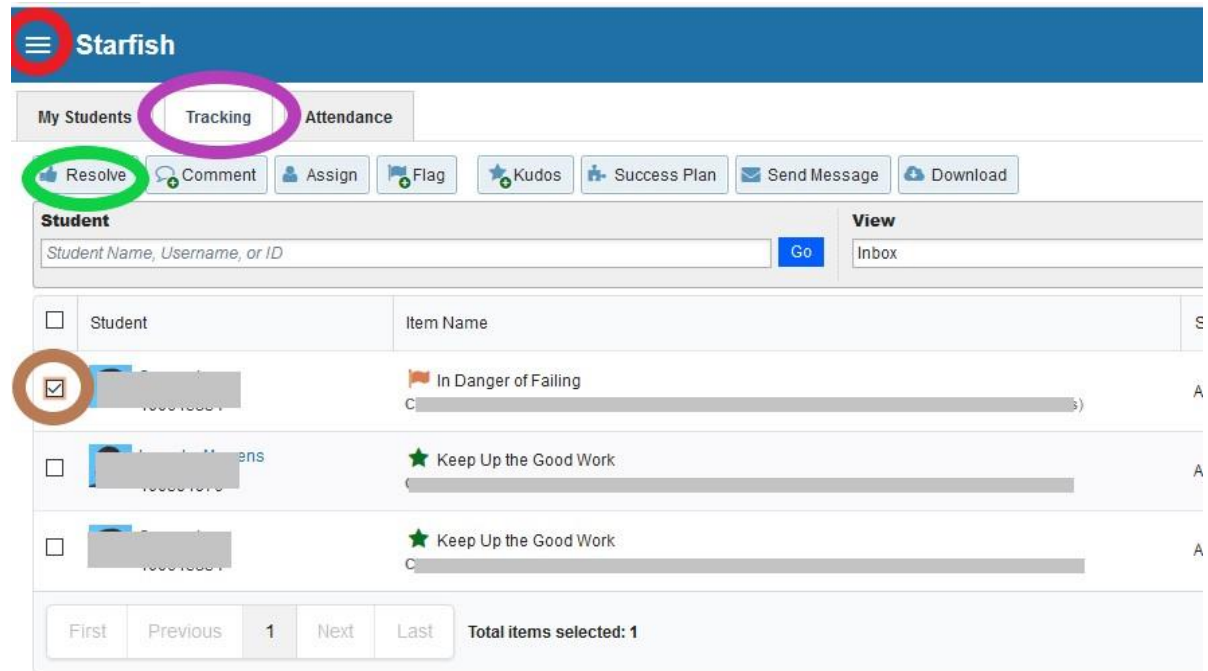
The screenshot shows the Starfish web application interface. At the top, there is a blue header with the Starfish logo and a search bar labeled "Search for Students". Below the header, there are tabs for "My Students", "Tracking", and "Attendance". The "Tracking" tab is selected and highlighted with a purple circle. Below the tabs, there are buttons for "Resolve", "Comment", "Assign", "Flag", "Kudos", "Success Plan", "Send Message", and "Download". The main content area is divided into two sections: "Student" and "View". The "Student" section has a search bar and a "Go" button. The "View" section has a "Connection" dropdown menu set to "All My Students", which is highlighted with a purple oval. To the right of the dropdown is an "Additional Filters" button. Below these sections is a table with columns: Student, Item Name, Status, Created, Assigned, and Due. The table contains three rows of data. The first row is selected with a checkbox. At the bottom of the table, there are pagination controls: "First", "Previous", "1", "Next", "Last", and "Total items selected: 1". On the right side, it says "Displaying Items 1 - 3 of 3".

Student	Item Name	Status	Created	Assigned	Due
<input checked="" type="checkbox"/>	In Danger of Failing	Active	11-09-2018 by Clemen, Jacob		
<input type="checkbox"/>	Keep Up the Good Work	Active	10-21-2018 by Clemen, Jacob via Survey		
<input type="checkbox"/>	Keep Up the Good Work	Active	10-10-2018 by Clemen, Jacob via Survey		

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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. 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**.



The screenshot shows the Starfish interface. At the top, there is a blue header with the Starfish logo and a menu icon (three horizontal bars). Below the header, there are three tabs: "My Students", "Tracking", and "Attendance". The "Tracking" tab is selected and highlighted with a purple circle. Below the tabs, there is a row of action buttons: "Resolve", "Comment", "Assign", "Flag", "Kudos", "Success Plan", "Send Message", and "Download". The "Resolve" button is highlighted with a green circle. Below the buttons, there is a search bar labeled "Student" with the placeholder text "Student Name, Username, or ID" and a "Go" button. To the right of the search bar, there is a "View" dropdown menu set to "Inbox". Below the search bar, there is a table with two columns: "Student" and "Item Name". The table contains three rows of data. The first row has a checkbox with a checkmark (highlighted with a brown circle) next to a student's name and the item name "In Danger of Failing". The second row has a checkbox next to a student's name and the item name "Keep Up the Good Work". The third row has a checkbox next to a student's name and the item name "Keep Up the Good Work". At the bottom of the table, there is a pagination bar with buttons for "First", "Previous", "1", "Next", and "Last". To the right of the pagination bar, it says "Total items selected: 1".

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Making Notes

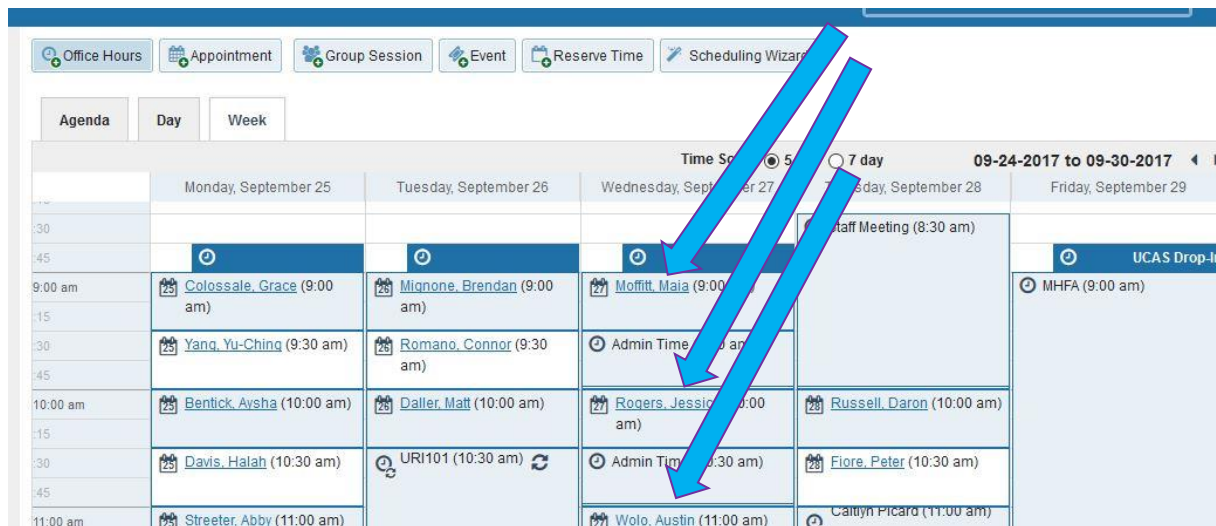
First, find the student you wish to make a note for by finding them in your student list (as you did for flags and kudos), or by using the **search bar** in the upper right-hand corner. You can search by first name, last name, or student ID number.



The screenshot shows the Starfish interface. At the top left is the 'Starfish' logo. Below it is a navigation bar with buttons for 'Office Hours', 'Appointment', 'Group Session', 'Event', 'Scheduling Wizard', 'Reserve Time', and 'Record Attendance'. A 'System Announcement' banner reads 'Welcome to Starfish!'. On the right, a search bar contains the text 'Brianna Vega'. Below the search bar, a dropdown menu is open, showing a profile picture of a woman and the following text: 'Vega, Brianna', 'vbrianna96@my.uri.edu', and '100527254'.

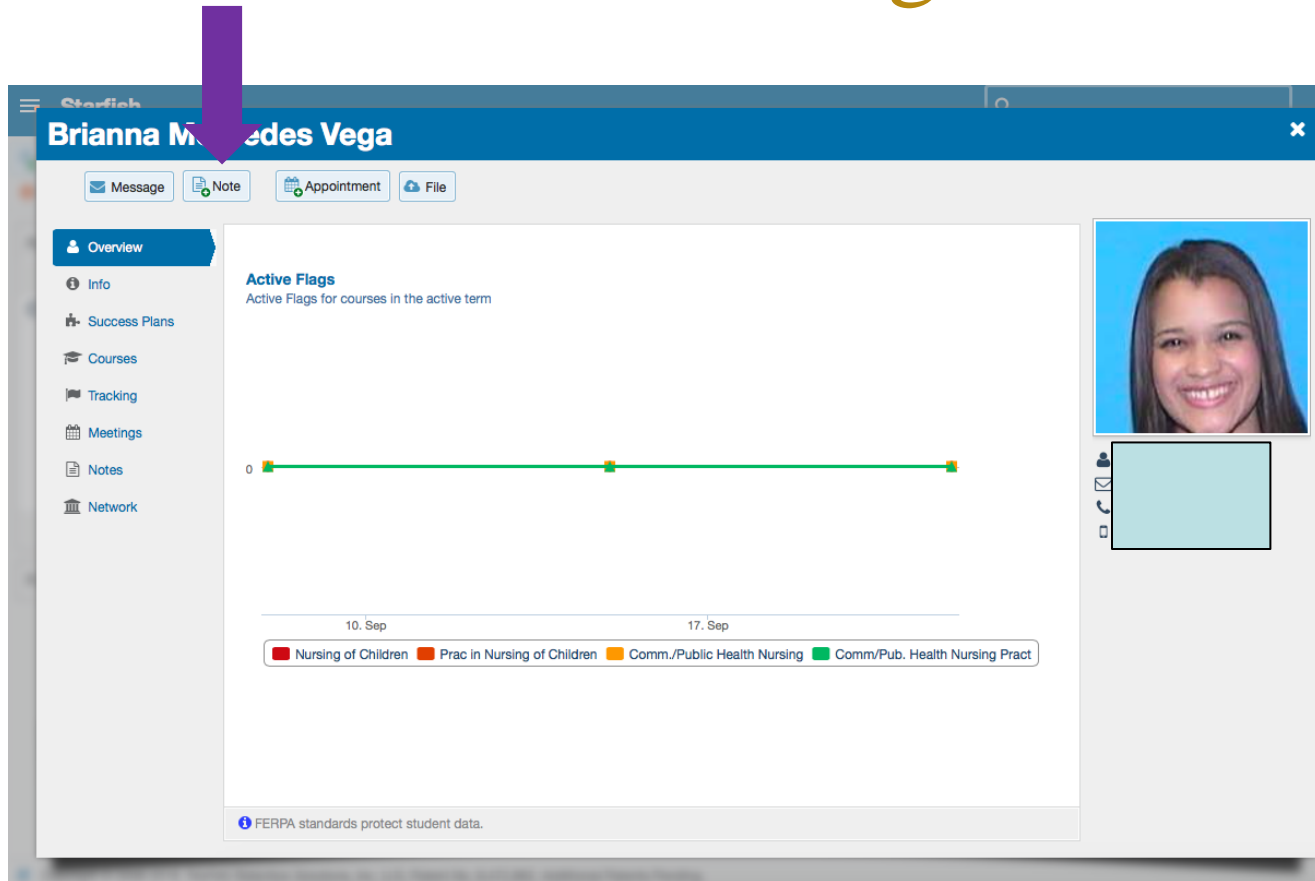
Making Notes

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.



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Making Notes



The screenshot shows the Starfish student profile for Brianna Mercedes Vega. The interface includes a top navigation bar with buttons for Message, Note, Appointment, and File. A purple arrow points to the 'Note' button. The main content area displays 'Active Flags' for courses in the active term, with a timeline from 10. Sep to 17. Sep. A legend at the bottom identifies four categories: Nursing of Children (red), Prac in Nursing of Children (orange), Comm./Public Health Nursing (yellow), and Comm/Pub. Health Nursing Pract (green). A FERPA notice is visible at the bottom left.

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.

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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.

Create Note

Never Mind

Submit

* Note Type

* Date

09-25-2018

Subject

* Note

☐ 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 permissions for this note.

* Required fields

Never Mind

Submit

* Note Type

* Date

Subject

* Note

Advising Note

Used by advisors to document notes and comments related to academic advising.

Clear for Registration

Choose this note when a student is cleared to register for the next term.

General Shared Note

Shared between instructors and advisors.

☐ Send copy of note to yourself

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Making Notes

Create Note [Never Mind] [Submit]

* **Note Type** Advising Note

* **Date** 09-25-2018

Subject Advising for Fall 2018

* **Note** Bri is planning on majoring in Nursing and will take the following classes:
-COM100
-HIS142
-SPA104
-NUR100
-BIO220

☐ Send copy of note to yourself

☒ Send copy of note to student

* **Note Sharing** ☒ Shared ☐ Private

FERPA Notice: This note is not disclosable under FERPA

Note Permissions: People with the following roles may be able to see this note if they have a relationship with the student(s):

- Academic Advisor
- Academic Enhancement Center
- Academic Leadership
- Assistant Dean
- Athletics Advisor

[More...](#)

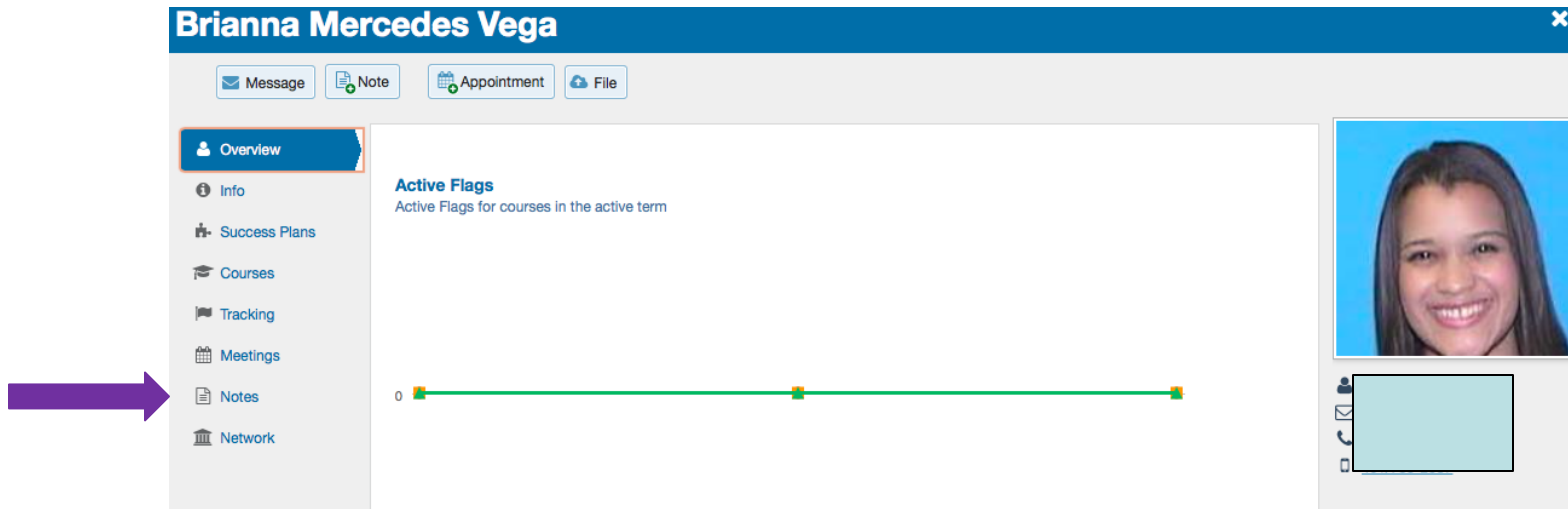
* Required fields [Never Mind] [Submit]

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.

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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.

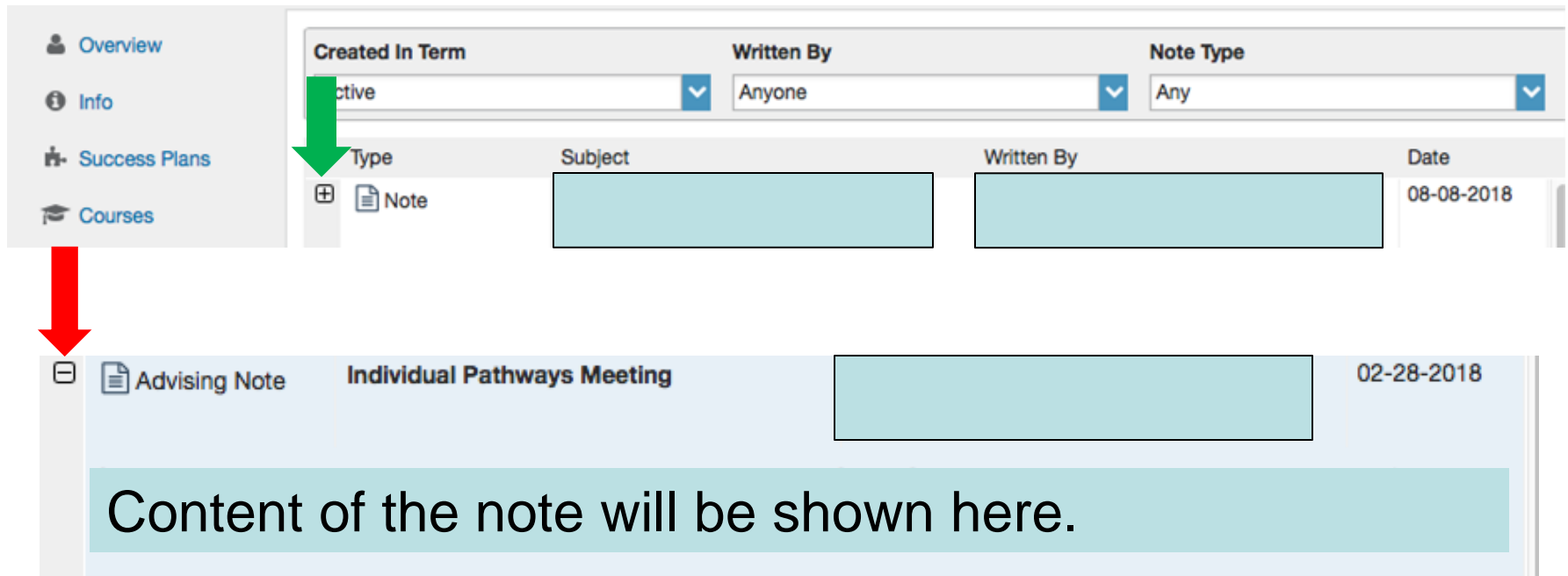


The screenshot shows a user interface for a student profile. At the top, the name "Brianna Mercedes Vega" is displayed in a blue header bar. Below the name are four tabs: "Message", "Note", "Appointment", and "File". On the left side, there is a vertical sidebar with several menu items: "Overview", "Info", "Success Plans", "Courses", "Tracking", "Meetings", "Notes", and "Network". A purple arrow points to the "Notes" item in this sidebar. The main content area on the right shows a section titled "Active Flags" with the subtitle "Active Flags for courses in the active term". Below this is a horizontal green bar with a small orange square at the left end and another at the right end. To the right of the main content area is a profile picture of a young woman with long dark hair, smiling. Below the photo are icons for a person, a document, a phone, and a mail envelope.

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Viewing Notes

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



Overview
Info
Success Plans
Courses

Created In Term: Active
Written By: Anyone
Note Type: Any

Type	Subject	Written By	Date
  Note			08-08-2018
  Advising Note	Individual Pathways Meeting		02-28-2018

Content of the note will be shown here.

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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

* Note Sharing

☐ Shared

☒ Private



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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.”*

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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.”*

THINK BIG  WE DO™

Direct Links

If you head back to your institutional profile, you will see a section below your basic info about “Share Links”. This section allows you 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

Share Links

Share your appointment and/or profile link with students by copying the link(s) to the clipboard. You can use the links in emails, email signatures, a non-Starfish web page, checkbox(es) below to display the link(s) on your Connection Profile in the Services tab. Students who receive a link to schedule an appointment with you or view your profile are having trouble copying a link, try using another web browser.

Link to schedule an appointment with me

<https://uri.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/2231127/schedule> [Copy link to clipboard](#)

☒ Make link available in the Services tab on my profile for other staff to copy.

Link to view my profile

<https://uri.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/2231127> [Copy link to clipboard](#)

☒ Make link available in the Services tab on my profile for other staff to copy.

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.

The screenshot shows an email composition window titled "New Message". It has fields for "To" and "Subject". Below these fields is a rich text editor toolbar. The toolbar includes icons for undo, redo, font face (Sans Serif), font size (11pt), bold (B), italic (I), underline (U), text color (A), background color, bulleted list, numbered list, and indent. Below the toolbar is a row of action buttons: "Send", a dropdown arrow, a link icon (a chain link), a smiley face, a paper plane, a photo icon, and a lock icon. The link icon is highlighted with an orange square.

Sharing Direct Links

Edit Link

Text to display:

Link to:

☒ **Web address**

☐ [Email address](#)

To what URL should this link go?

[Test this link](#)

Not sure what to put in the box? First, find the page on the web that you want to link to. (A [search engine](#) might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.

Cancel OK

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!

Have a Starfish problem or question?

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