Starfish for Instructors

WHAT IS STARFISH?

Starfish is a tool that provides an efficient way to quickly offer coordinated support to all students ensuring they receive the right type of assistance/intervention to keep them on track.

WHY SHOULD INSTRUCTORS USE STARFISH?

- Gives you a quick way to provide meaningful feedback to students in your courses, at any time.
- Provides your students with earlier feedback and more opportunity to take action.
- Allows you to easily track the feedback you've provided to your students over time.
- Shares feedback with academic advisors and other support staff who can support your students.
- Provides an online scheduling tool to help manage student appointments (and your Starfish calendar can be synced with your Outlook calendar).

HOW DO I USE STARFISH?

⇒ Raise concern flags and congratulatory kudos during early alert and midterm deficiency surveys but also at any other point during the semester.
⇒ Clear flags as concerns resolve or improve.
⇒ Post office-hour availability on your Starfish calendar (syncs with your Outlook calendar).
⇒ Issue Referrals to campus resources.

WHO SUPPORTS THE STUDENTS I FLAG?

⇒ Academic advisors can see flags raised on advisees to aid in advising and support.
⇒ Other staff, with the appropriate permissions, can see flags and provide outreach and support.

FREQUENTLY ASKED QUESTIONS

How do I access Starfish?
- Log in with your UND user name and password here.

Who do I contact for technical support?
- Submit a Support Ticket.

Where can I find more information about Starfish?
- Visit the Starfish website for information and instructional guides on using available Starfish features.
# Starfish Tools for Instructors
(Click links for instructions and sample emails)

<table>
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<th>Raise and view <strong>course flags and kudos</strong></th>
<th>You can raise flags and kudos during the early alert &amp; midterm deficiency progress surveys. You may also raise a General Academic Concern flag, Great Work kudos, or Showing Improvement kudos at any time during the semester. Instructions and sample emails are below:</th>
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| • Early Alert & Midterm Deficiency course flags & kudos | • **Progress Survey Do’s and Don’ts**  
• **Progress Survey Instructions**  
• **Progress Survey Dates**  
  o Found on the [Starfish website](#) (click on **Progress Surveys** and then **Progress Survey Dates**).  
• **Raising a course flag or kudos outside of a progress survey**  
• **Viewing course flags and kudos you’ve raised**  
• Sample course flag and kudos emails  
  o [Early Alert In Danger of Failing Flag](#)  
  o [Early Alert No Show Flag](#)  
  o [Midterm Deficiency Flag](#)  
  o [General Academic Concern Flag](#)  
  o [Great Work Kudos](#)  
  o [Showing Improvement Kudos](#) |
| • General Academic Concern course flags |  |
| • General course kudos |  |
| **Clear course flags** | After a student has addressed or shown improvement regarding a course flag, you can clear it; it will then show as resolved in Starfish. |
| **Raise a Student Behavior Concern flag or document behavior using a General Concern note** | The Office of Student Rights & Responsibilities has provided a useful [information sheet](#) on raising a Student Behavior Concern flag or documenting behavior using a General Concern note. |
| **Refer a student** to a campus service | Refer a student to a number of campus services. The student will get an email regarding the referrals; in many cases, the student will receive contact from the office within 24 business hours.  
• **Referral email** |
| **View intake forms** | Incoming freshman are asked to complete an intake form with some “get to know you” questions. You can view this form by clicking on a student’s [Info tab](#) (left hand side after selecting the student’s name) and scrolling to the bottom. |
| **Set up office hours** | Set up office hours so that your students can make appointments with you in Starfish. [Instructions can be found in the Starfish User’s Manual](#). |
| **Sync your Starfish calendar with outlook** | Have your Starfish and Outlook calendars conveniently read each other. [Instructions can be found in the Starfish User’s Manual](#). |
| **Document student appointments** | Document your student appointments for future use (only you will be able to see your documentation). [Instructions can be found in the Starfish User’s Manual](#). |
| **Send messages** to students | Send messages you’ve created to one or more students. |
| **View events** | Certain events that students attend are documented in Starfish and instructors have the ability to view these events. |

Access is based on students enrolled in your courses and imported from Campus Connection/PeopleSoft.