

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).

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.

HELPFUL LINKS



Log into Starfish with your UND user name and password [here](#).



Submit a [Support Ticket](#).



Visit the [Starfish support website](#) for information, instructions, quick reference cards, & training videos.



[Request](#) training, a presentation to students, or a department specific Starfish feature.



[Nominate](#) a Starfish champion!

Starfish Tools for Instructors

Instructions can be found in the user's manual on the [Starfish support website](#)

1	Complete the Early Alert and Midterm Progress Surveys	Raise the following types of flags & kudos within each survey: <ul style="list-style-type: none"> • Early Alert Progress Survey <ul style="list-style-type: none"> ○ In Danger of Failing flag ○ No Show flag ○ Great Work kudos • Midterm Progress Survey <ul style="list-style-type: none"> ○ Midterm Deficiency flag ○ Showing Improvement kudos ○ Great Work kudos
2	View progress survey dates	Progress survey dates can be found on the Starfish support website (click on Progress Surveys and then Progress Survey Dates).
3	Raise and view flags and kudos any time during the semester.	Raise the following flags and kudos when a progress survey is not open: <ul style="list-style-type: none"> • General Academic Concern flag • Great Work kudos • Showing Improvement kudos • Welcome Back kudos • Great Job on your paper! Kudos • Kudos to You! (for any reason)
4	Clear course flags	After a student has addressed or shown improvement regarding a course flag, clear it so it shows as resolved to other users who have permission to view the flag.
5	Raise a Student Behavior Concern flag, a Student Academic Integrity Concern flag, or document using a General Concern note	Useful guideline sheets on raising these flags and the General Concern note have been provided by the Office of Student Rights & Responsibilities and can be found on the Starfish support website .
6	Record attendance	Record attendance for each of your courses in Starfish.
7	Set up office hours	Set up office hours so that your students can make appointments with you in Starfish. (Calendar managers can be assigned.) You may sync your Starfish calendar with Outlook so they conveniently read each other.
8	Document student appointments	Document your appointments with students using comments and speednotes so that you have easy access later.
9	Use instructor outreach tools	Send a Reminder to Schedule Appointment (ToDo) email to a student.
10	Document student contact using a note	Document contact (email, phone call) with a student using the instructor note.
11	Refer a student	Refer a student to a number of campus services and resources.
12	Send messages to students	Send messages you've created to one or more students.
13	View events	Certain events that students attend are documented in Starfish and instructors have the ability to view these events.

Important Notes:

- Access is based on students enrolled in your courses and imported from Campus Connection/PeopleSoft. Therefore, you may not have access to all student info or features.
- Sample emails to students can be found on the [Starfish support website](#).