Getting Started Guide

Instructors & Advisors

Version 2.0

Welcome to Starfish®

Starfish gives you a convenient way to keep track of your students – raising tracking items when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware. It also allows your students to easily book an appointment with you or someone else who can help.

Getting started is easy. Accessible through MyGateway, Starfish (MyConnect) will automatically display all students that you have been assigned or are enrolled in your courses. From there, you can begin raising tracking items about students, review tracking items that have been raised about your students, and provide additional information

This guide highlights the steps for completing four common tasks in Starfish:

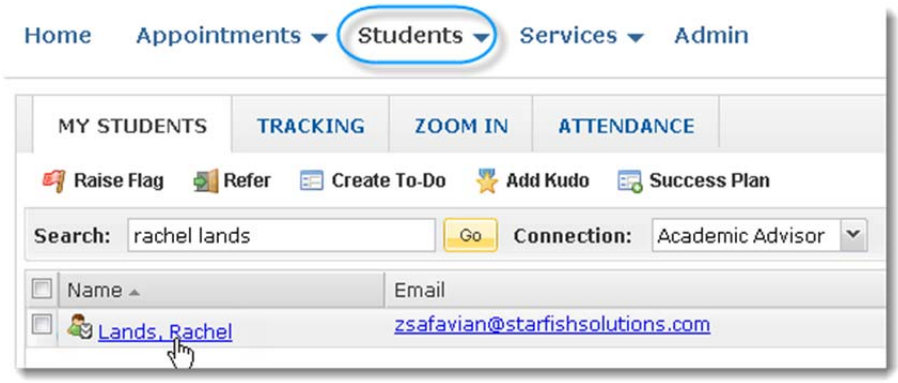
1. Raise a tracking item (flag) on one of your students
2. Set up Office Hours
3. Setup your profile to help students connect with you

That's it. Simple for you. Empowering for your students.

Raise a tracking item on one of your students

When you have a concern with a particular student, raise a flag to communicate your observations.

1. **Click on the Students navigation item** to see your list of students.

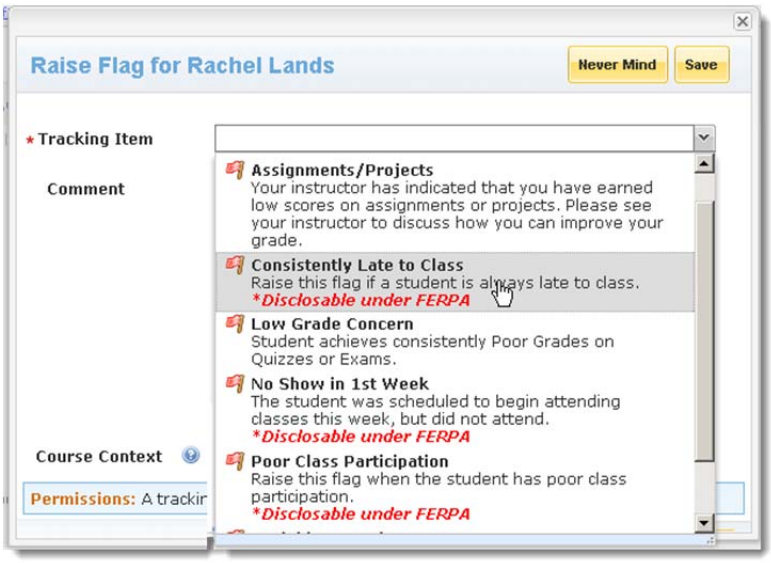


2. **Find the desired student** by searching for their name.

3. **Click on the student's name** to bring up the student's folder. Note: Anywhere you see a student's name as a link it will take you to his or her folder.

4. **Click on the Add: Flag** option. A list of flags that can be raised and viewed by you is displayed.

5. **Select the appropriate flag**, from the drop down list, enter comments in the **Comment** box, then click the **Save** button



The appropriate individuals will be automatically notified.

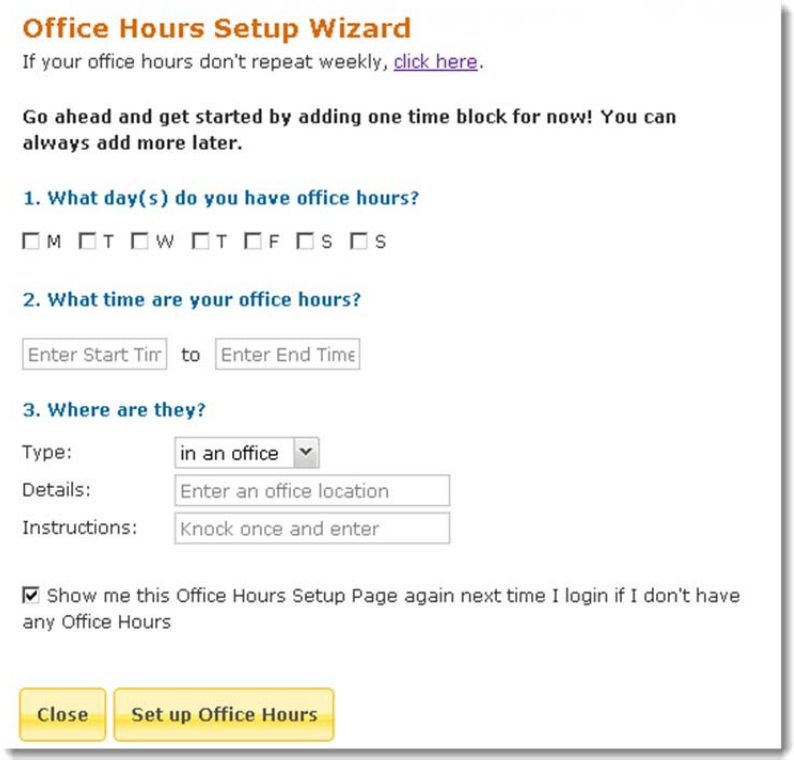
Setup Your First Office Hours Block

The first time you log in to Starfish, Starfish will provide a 'wizard' to walk you through setting up your office hours, which enables students to schedule time with you. If you do not wish to complete the wizard just yet, check the box labeled "**Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours**", and then click the **Close** button.

If your office hours are different week to week, follow the link shown with "**If your office hours don't repeat weekly, click here**".

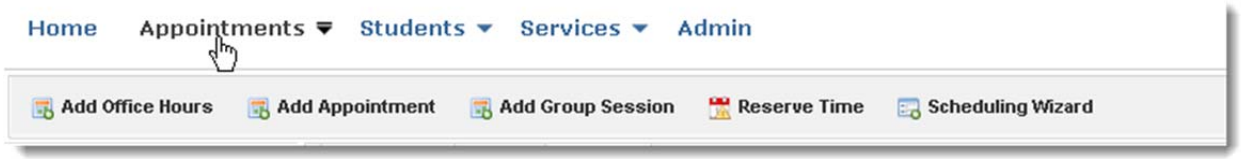
If your office hours recur:

1. **Indicate the day(s) you hold office hours** by checking the boxes for each day of the week.
2. **Specify the start and end time** for the day(s).
3. **Set the location of the office hours**. You will be able to setup multiple office hour locations in your profile later. Enter details such as building, room number or phone number. You can also enter special instructions such as a phone conference code.
4. **Click the Set up Office Hours button**.



To setup additional office hours or make any changes, click **Appointments** at the top of any page. Here you will find links to **Add Office Hours, Add Appointment** and **Add Group Session.**

Use the **Scheduling Wizard** to map out your availability for an entire week or the entire term.



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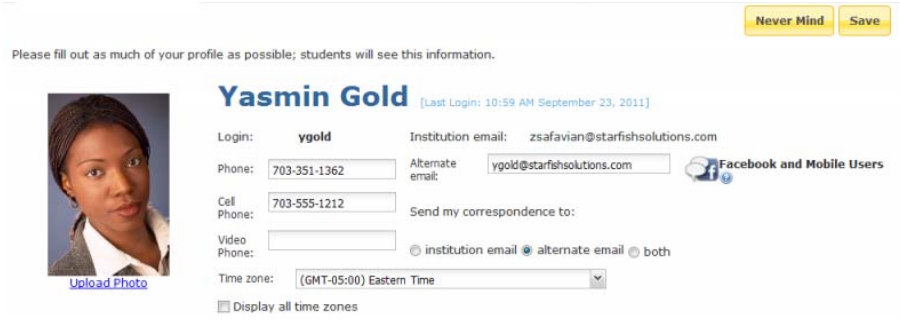
Setup your Profile

Some of your profile, such as your contact information, is imported from your LMS or SIS. You have the ability to edit other parts of your profile, such as your biography.

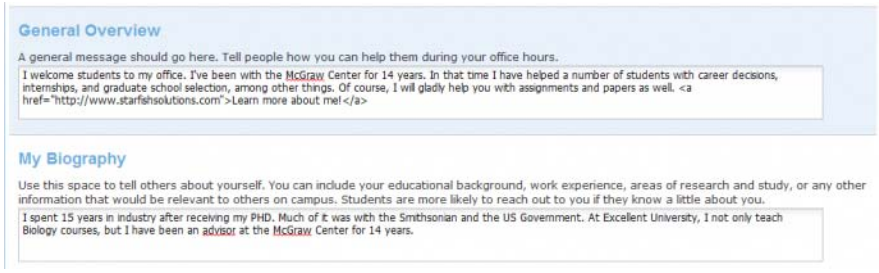
1. **Click on your name** in the Top Navigation bar.

2. **Edit your contact information** and select the email address where Starfish notifications should be sent

3. **Upload a photo** to help students put a face to your name:
   a. Click the **Upload Photo** link.
   b. Browse for a photo on your desktop (JPG, GIF, or PNG).
   c. Click the **Upload Now** button.



4. **Provide information about yourself**. This information will appear to students who can make appointments with you in Starfish.



5. **Click the Save button** to save your updates. Note that each tab within the Profile has its own **Save** button. Be sure to save changes on each tab.

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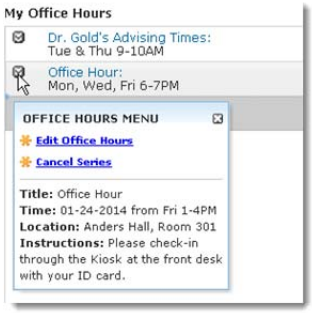
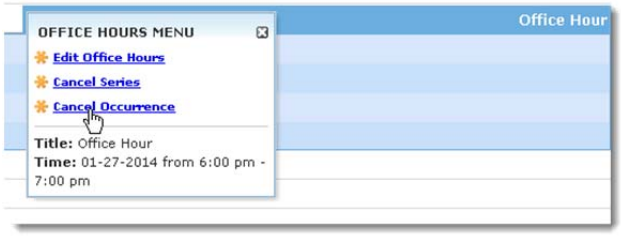
Frequently Asked questions

How do I cancel my office hours for one week?

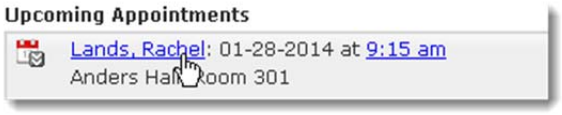
To modify or cancel existing Office Hours select the calendar icon icon associated with the Office Hours. To cancel the series, select the Office Hours on the Agenda view of your calendar and select **Cancel Series**. To cancel a single occurrence within the series, find the set of hours on the day(s) desired on your calendar, and click cancel occurrence.





How do I get more detail on a student?

Anytime you see a student's name as a hyperlink (e.g. in your student list, on an appointment or in a progress survey) this hyperlink takes you to the student's folder.



How do I change how and when I am emailed by Starfish?

Starfish will email you a calendar appointment for each appointment you have, and a summary of flag activity for your students. You can change the details of when you receive these notifications by clicking **Profile**, and navigating to the **Email Notifications** tab.