Faculty Access Guide

Welcome to Starfish ®

Starfish provides you a convenient way to keep track of the students enrolled in your classes. Within Starfish you can communicate with your students about their performance, acknowledging student success and raising flags when you observe a pattern of behavior that concerns you. Starfish also allows you to communicate with counselors and other service providers to mobilize support for students requiring additional assistance.

Log in to your Starfish Home page at http://www.elcamino.edu/studentservices/co/rise/starfishecc-connect.asp

NOTE: *Enter your El Camino*

User ID and password.

Your Starfish Home page includes access to a customizable profile and personalized channels that make it easy to communicate with students, counselors, and other service providers.

Here are three (3) great ways to get started:

1. **Set up your profile**
   Create a Starfish profile which includes contact information and a brief biography to make it easier for your students to get to know you and stay in contact.

2. **Create tracking items regarding student performance/progress**
   Send **kudos** ("You have been making outstanding progress," "Congratulations on your improvement in the class") and/or **flags** ("Your attendance in class is a concern," "Your performance in class needs improvement") directly to students within the Starfish system.

3. **Respond to Progress Surveys**
   At pre-determined points in the semester, complete a class roster in Starfish by checking off for each student any applicable statements representing kudos and flags. The completed progress survey triggers the delivery of e-mails to students accordingly.

You may also explore additional functionality:

- Make *Referrals* within Starfish to connect students to particular support services

- Create *To-Do* items for students to complete specific tasks

- Initiate individualized *Success Plans* which may include tracking items, referrals, and/or To-Do items

Additional training resources

5-minute Early Alert training video
https://www.youtube.com/watch?v=KfpC3-_5GPk

2-minute tip playlist for Early Alert
https://www.youtube.com/playlist?list=PLrISg2rzQL5bIWqr07FVdPbOZ_Gir_HCx

Starfish End User Roll Out webpage
http://dostarfish.com/wiki/End%20User%20Rollout

Set up your Profile

Begin by setting up your faculty profile. Your profile lets other Starfish users know who you are and how to contact you. It also gives you control over how you wish to receive emails.

1. Click your name in the top right corner of your Home page to open your profile.

   From here, you can customize your profile by uploading a photo and adding a secondary email address for receiving Starfish emails.
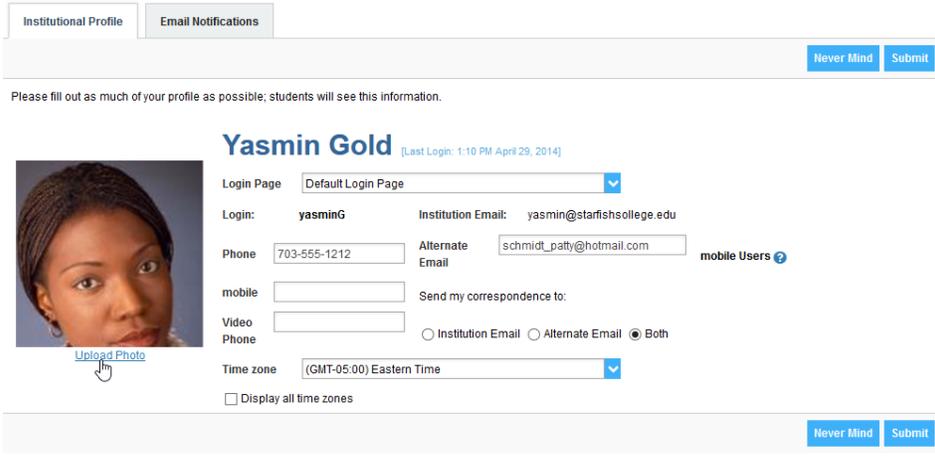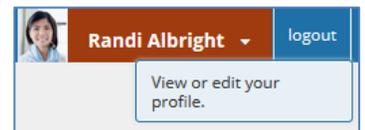
2. When you have made your desired changes to your profile, click the **Submit** button to save your updates.

Video resource: Update your Starfish Profile

Creating tracking items regarding student performance/progress

For any given student enrolled in one of your classes, you can raise a flag, make a referral, create a success plan, issue a kudos, send a message, or make a note in a student file.

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

2. Find the desired student by typing the name into the Search Box.
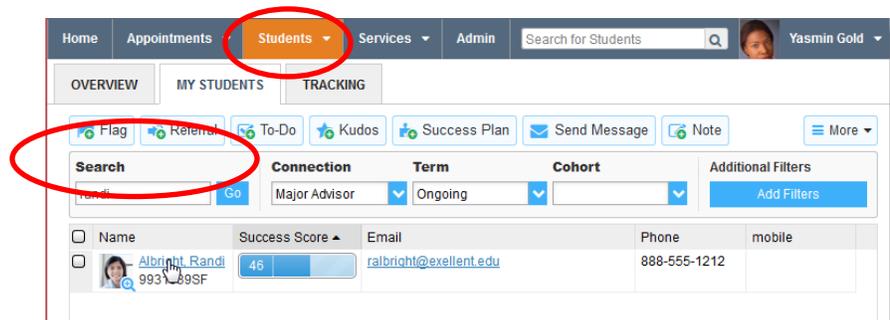
3. Click on the student's name to bring up the Student Folder.

4. Select the button that represents the tracking item you would like to initiate.
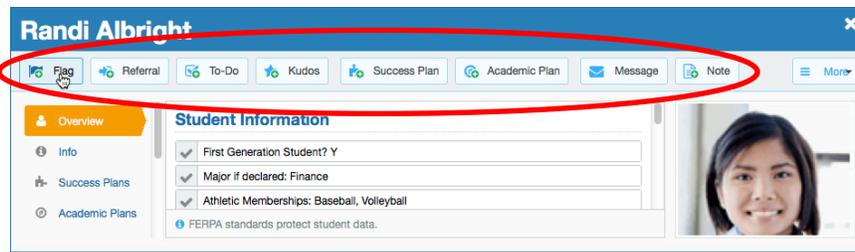
NOTE: For illustrative purposes, items #5-7 demonstrate how to raise a Flag.

5. A list of flags that you have permission to raise on this student is displayed. Select the desired **Flag** from the list.

6. If relevant, select a course from the **Course Context**, drop down list, and enter information in the **Comment** box.

7. Click the **Save** button.
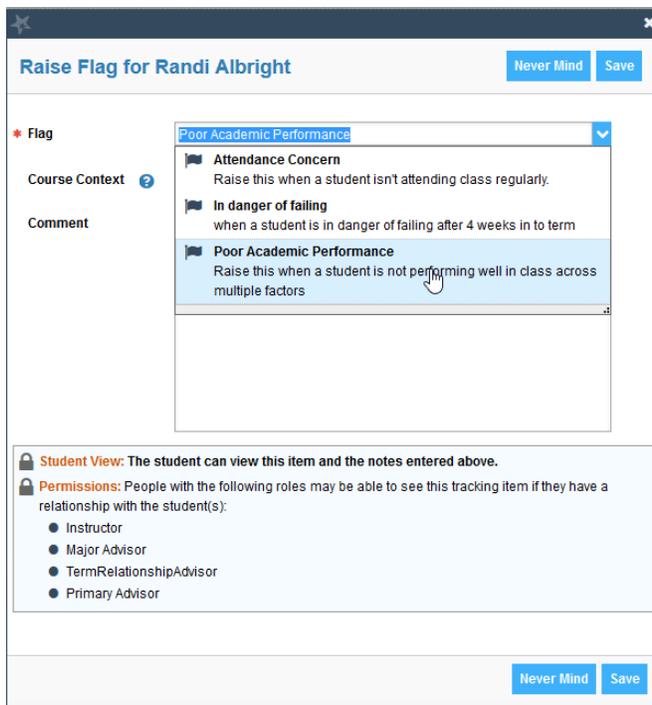
KEY TIPS:

The **Student View** area indicates whether the student can view the flag and the information you provide in the **Comment** box.

The **Permissions** area lists roles that have permission to view the selected flag and the information you provide in the **Comment** box.

The **Comment** box is intended for direct communication with a student. As a general practice, do *not* use the **Comment** box to enter notes intended only for yourself or another staff member. If you would like to document a private note to yourself (or another staff member) regarding a student, use the **Notes** item from the navigation bar.

Notes are not visible to students by default and can be marked as "Private."
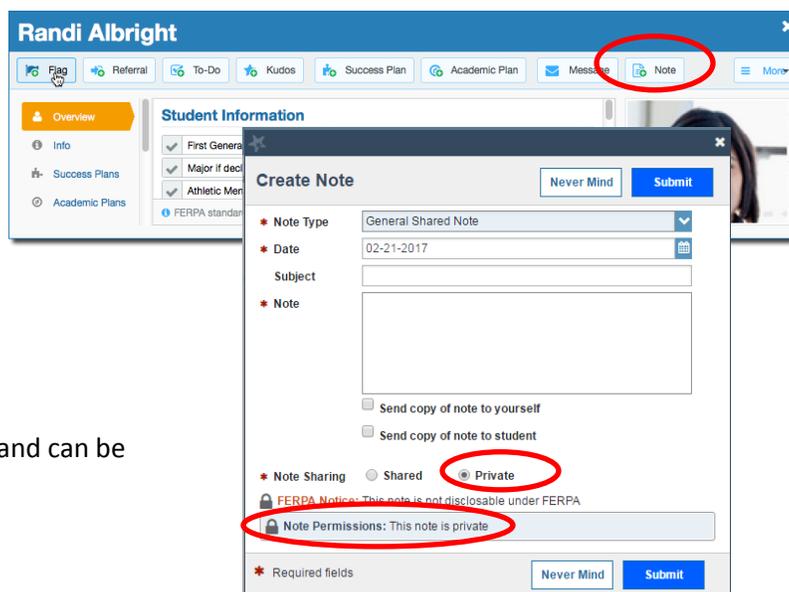
IMPORTANT: *If you would like for a counselor or other student service provider to intervene regarding a Flag that you initiate, you **must** select a flag with "Referral" in the title (e.g., "Attendance Concern REFERRAL," "General Concern REFERRAL"). Given the volume of tracking items generated, counselors and other service providers may not take action in response to flags not identified accordingly. In such cases, the expectation is that the instructor will address the matter with the student directly.*

Information about tracking items associated with any given student is also viewable from the **Tracking** tab. The details that are accessible to you are based on your relationship to the student(s) and the privileges granted to your role.

Respond to progress surveys

You will receive an email reminder when there is a new progress survey for you to complete. Each individual survey presents a course section roster of students for to you can issue flags or kudos.

1. Select the progress survey link on your Starfish **Home** page to go the **Progress Surveys** tab *(only visible when you have active surveys)*.

   The selected survey opens, listing your students on the left, and items you may raise across the top.

2. Check the box for each desired item/ student combination.

   Click the Comment icon (🗒️) to open a text box for your comments.

Click the information icon (ℹ) associated with an item to verify whether or not the student can view the flag and related comments.
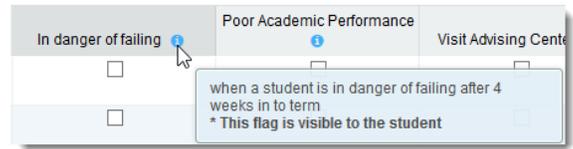
3. Click the **Submit** button *only* when you are finished providing feedback. The items you selected will be raised on your students when you submit the survey.

IMPORTANT: *When you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you aren't ready to submit your survey.*

Video resource: Completing a progress survey

Referrals and Success Plans

For any given student enrolled in one of your classes, you can also make a **Referral** to campus-based services and develop **Success Plans** for students to complete.

As described in the previous section, these actions can be initiated from the Students tab or from within the Student Folder.
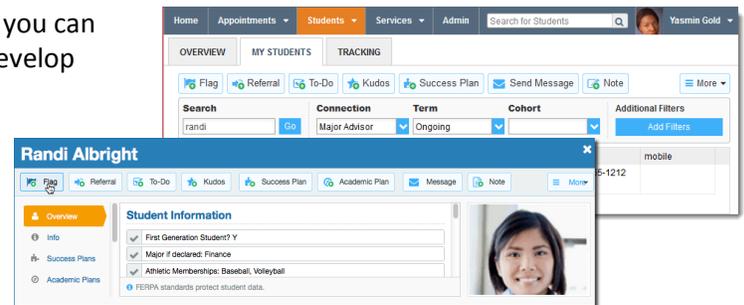
The **Referral** feature is currently configured such that instructors may refer students to: 1) *Financial Aid*, 2) *Tutoring services*, and/or 3) *Counseling*.

If the referral item is related to a specific course in which the student is enrolled, the originator of the referral may select the course from the *Course Context* drop-down menu.
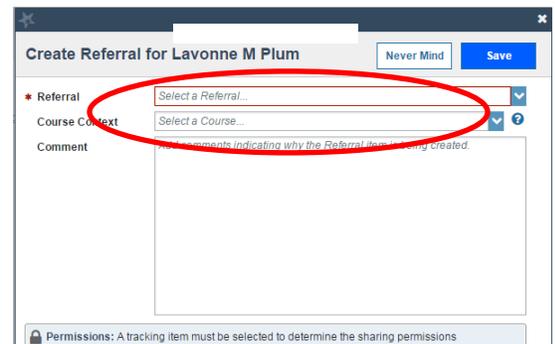
An instructor may utilize the **Success Plan** feature to create an individualized plan requiring a student in his/her class to complete a specified set of tasks. General plan templates have been enabled in Starfish and can be selected from the *Plan Type* drop-down menu. Instructors may customize the plan by adding any enabled *Tracking Items* to the plan, indicating a *Due Date*, and/or identifying *Specific Recommendation* for completing the plan.