

# 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 <https://elcamino.starfishsolutions.com/starfish-ops/>

EL CAMINO COLLEGE

Username  
edmartinez

Password  
\*\*\*\*\*

Login

> Forgot your password?  
> Need Help?

**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](https://www.youtube.com/watch?v=KfpC3-_5GPK)

*2-minute tip playlist for Early Alert*

[https://www.youtube.com/playlist?list=PLrISg2rzQL5blWqr07FVdPbOZ\\_Gir\\_HCx](https://www.youtube.com/playlist?list=PLrISg2rzQL5blWqr07FVdPbOZ_Gir_HCx)

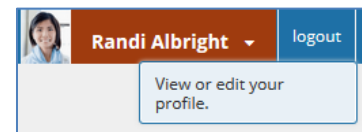
*Starfish End User Roll Out webpage*

<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.

The screenshot shows the 'Institutional Profile' form for a user named Yasmin Gold. The form includes the following fields and options:

- Login Page:** Default Login Page (dropdown menu)
- Login:** yasminG
- Institution Email:** yasmin@starfishcollege.edu
- Phone:** 703-555-1212
- Alternate Email:** schmidt\_patty@hotmail.com
- mobile:** (empty field)
- Video:** (empty field)
- Time zone:** (GMT-05:00) Eastern Time (dropdown menu)
- Send my correspondence to:** Radio buttons for Institution Email, Alternate Email, and Both (Both is selected).
- Display all time zones:** (checkbox, unchecked)

At the bottom right of the form are two buttons: 'Never Mind' and 'Submit'.

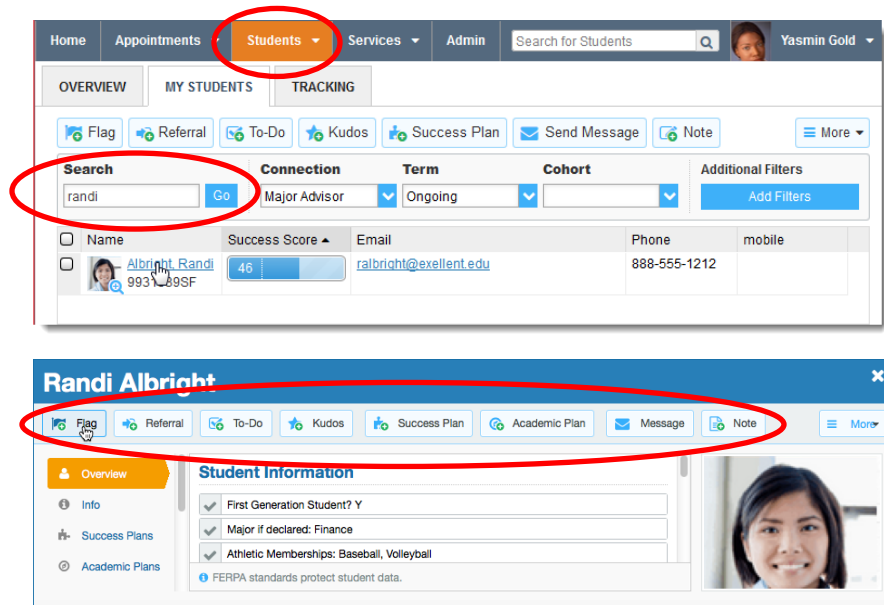
2. When you have made your desired changes to your profile, click the **Submit** button to save your updates.

**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. When tracking items are initiated, the appropriate individuals will be automatically notified.

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.



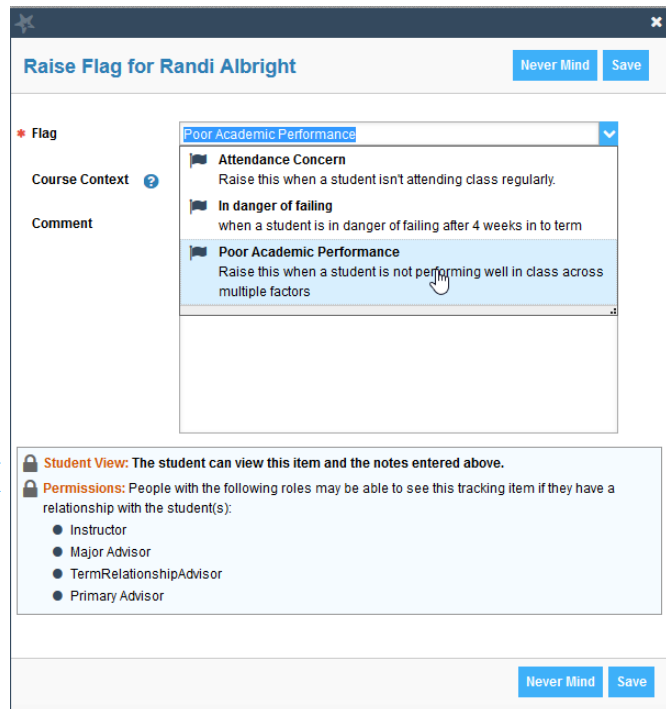
*NOTE: For illustrative purposes, items #5-7 demonstrate how to raise a Flag.*

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."

**Randi Albright**

Flag Referral To-Do Kudos Success Plan Academic Plan Message **Note** More

**Student Information**

First General Major If dec Athletic Mer FERPA stand

**Create Note** Never Mind Submit

Note Type: General Shared Note

Date: 02-21-2017

Subject:

Note:

Send copy of note to yourself

Send copy of note to student

Note Sharing: Shared **Private**

FERPA Notice: This note is not viewable under FERPA

Note Permissions: This note is private

Required fields Never Mind Submit

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.

Overview My Students **Tracking**

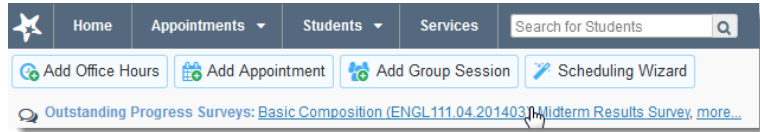
Resolve Comment Assign Flag Kudos Send Message Download

Student	View	Connection	Cohort	Additional Filters
Student Name, Username, or ID	Custom	Major Advisor		Add Filters
<input type="checkbox"/> <b>Student</b>	Success Score	Item Name	Status	Created
<input type="checkbox"/> <b>Nicehen, Emilio</b> 9931519SF		Low Participation in Class	Active	09-29-2014 by Maltz, Don via Survey
Context: Introduction to Creative Writing (ENGL200.01.201403)				
<input type="checkbox"/> <b>Caricks, Peter</b> 9931543SF	46	Poor Academic Performance	Active	09-29-2014 by Maltz, Don via Survey
Context: Introduction to Creative Writing (ENGL200.01.201403)				
<input type="checkbox"/> <b>Albright, Randi</b> 9931539SF	46	Poor Academic Performance	Active	09-29-2014 by Maltz, Don via Survey
Context: Introduction to Creative Writing (ENGL200.01.201403)				

## 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.

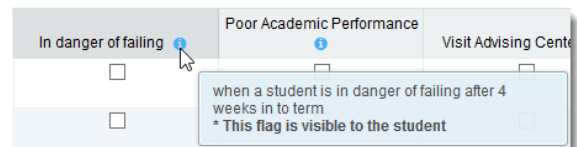
2. Check the box for each desired item/ student combination.

The screenshot shows the 'Progress Surveys' interface for the survey 'Introduction to Creative Writing (ENGL200.01.201403): Midterm Re...'. It includes a search bar, a list of students on the left, and a table of feedback options. The table has columns for 'No Feedback', 'In danger of failing', 'Poor Academic Performance', 'Visit Advising Center', and 'Great Work!'. The 'In danger of failing' column is currently selected. A 'Save Draft' button is visible at the bottom right.

Name	No Feedback	In danger of failing	Poor Academic Performance	Visit Advising Center	Great Work!
Abricht, Randi		<input checked="" type="checkbox"/>			
Caricks, Peter	<input checked="" type="checkbox"/>				
Edwined, Pamela	<input checked="" type="checkbox"/>				
Kelovd, Mackenzie			<input checked="" type="checkbox"/>		
Nicehen, Emilio	<input checked="" type="checkbox"/>				
Ranlett, Becca			<input checked="" type="checkbox"/>		
Ricwell, Benita	<input checked="" type="checkbox"/>				
Robwell, Phillip	<input checked="" type="checkbox"/>				

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

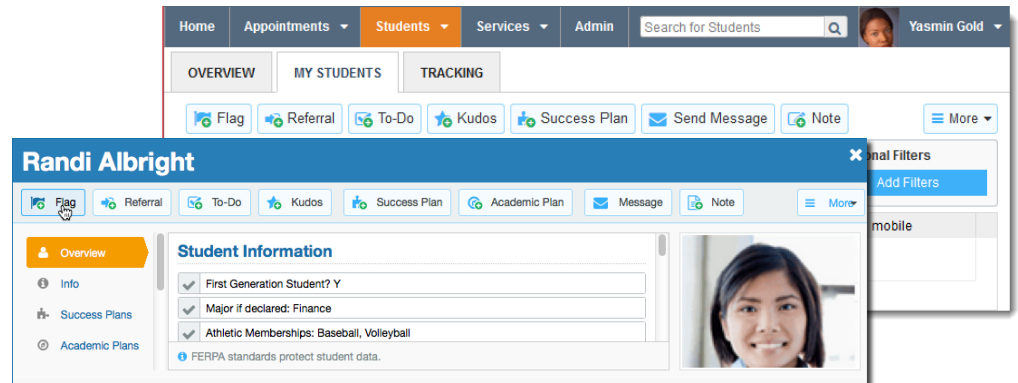
When you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you aren't ready to submit your survey.

**Video resource:** [Completing a progress survey](#)

## Referrals and Success Plans

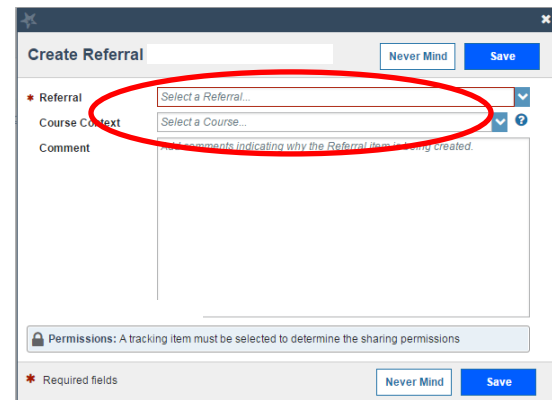
For any given student enrolled in one of your classes, you can also make a **Referral** to campus-based services and develop **Success Plans** for students to complete.

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.

