



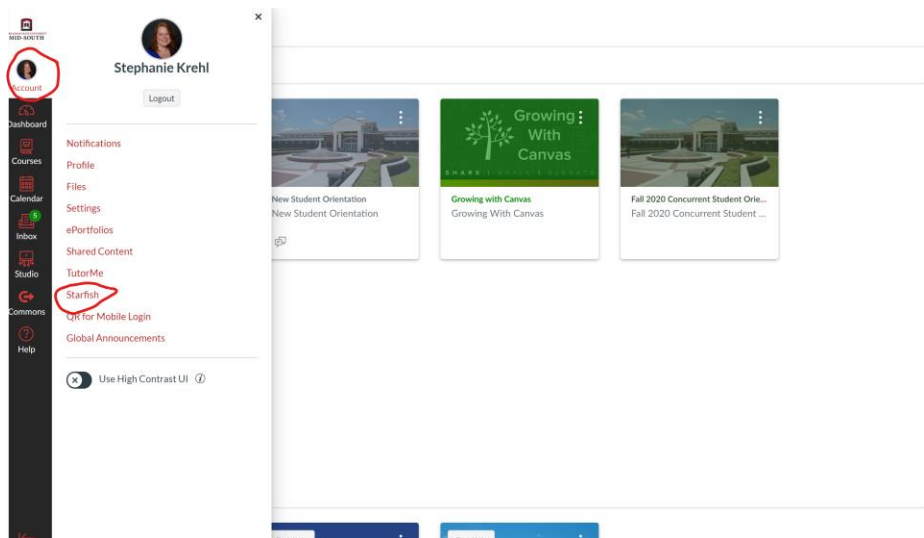
Getting Started Guide for EARLY ALERT Faculty & Staff

Welcome to Starfish®

Starfish gives you a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware.

Getting started is easy. Accessible through Canvas, Starfish will automatically display all students that you have been assigned or are enrolled in your courses.

In Canvas, just click on “Account” (your picture), then choose Starfish from the dropdown menu.



From Starfish, you can raise flags about students (Early Alerts), review flags that have been raised about your students, and provide additional information.

This guide highlights the steps for completing 3 common tasks in Starfish EARLY ALERT:

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- 2. Raise a Flag on one of your students 3
- Frequently Asked questions..... 4

- How do I get more detail on a student?
- How do I change how I am emailed by Starfish?
- Where can I find information about flags raised on my students?

Setup your Profile

Some of your profile is imported from our data system. You have the ability to edit other parts of your profile, such as your biography.

1. Click on the three-line menu in the top right corner.
2. Click on your name in the Top Navigation bar and select the **Institutional Profile** tab.
3. Edit your **Phone** and add an **Alternate Email** address if you would like Starfish to send email to an address in addition to your institution email.

Select the **Both** radio button to receive email at both accounts.

4. Double check that the **Time zone** selected matches your time zone. This time zone will be used when including appointment times in emails from Starfish.
5. Help students put a face to your name by clicking the **Upload Photo** link beneath the existing photo or photo placeholder.

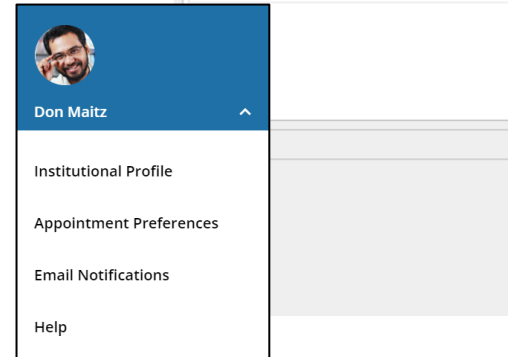
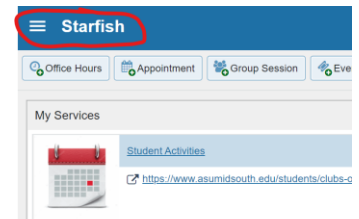
Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.

6. Click the **Submit** button to save your changes.

Notes:

You may find the following Starfish Two Minute Tips helpful:

- [Update your Starfish Profile](#)
- [Update how you are emailed about Flags](#)



Institutional Profile Email Notifications

Never Mind Submit

Please fill out as much of your profile as possible; students will see this information.

Yasmin Gold (Last Login: 1:10 PM April 29, 2014)

Login Page: Default Login Page

Login: yasminG Institution Email: yasmin@starfishcollege.edu

Phone: 703-555-1212 Alternate Email: schmidt_patty@hotmail.com mobile Users

mobile: Send my correspondence to:

Video: Institution Email Alternate Email Both

Phone: Time zone: (GMT-05:00) Eastern Time

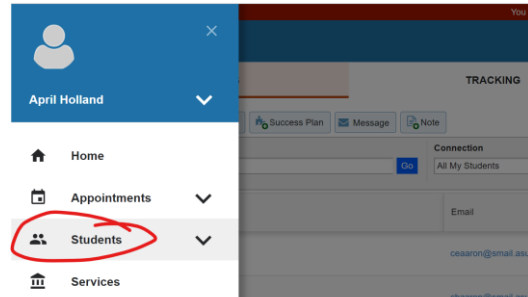
Display all time zones

Never Mind Submit

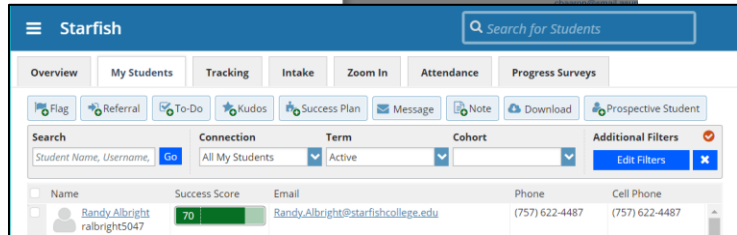
Raise a Flag on one of your students (Early Alert)

When you have a concern with a particular student, raise a flag, to-do, or referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

1. Open up the menu and then choose Students.
2. Click on the **Students** navigation item to your list of students.
3. Find the desired student by typing the name into the **Search** box.
4. Click on the student's name to bring up the **Student Folder**.
5. Click the **Flag** button.



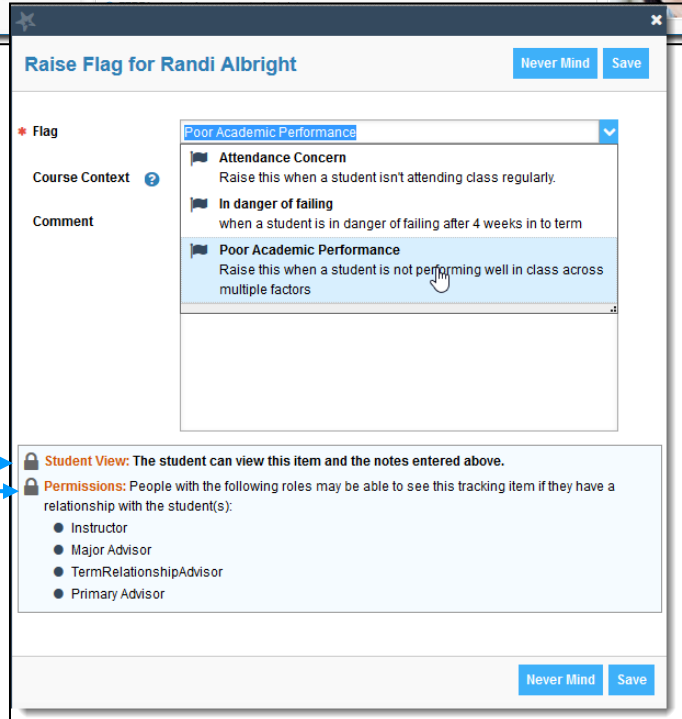
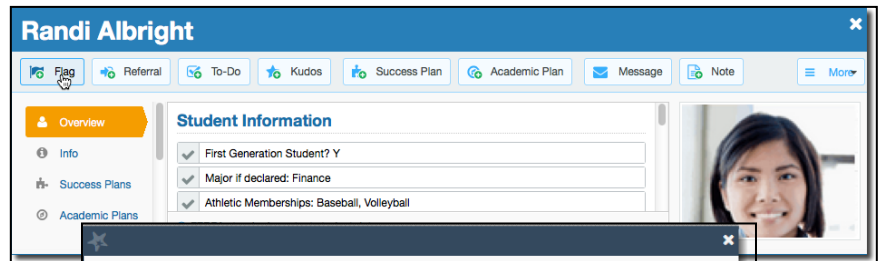
see



5. Click the **Flag** button.

A list of flags that you have permission to raise on this student is displayed.

6. Select the desired **Flag** from the list.
7. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box.
8. Click the **Save** button.



Notes:

The **Student View**: indicates whether the student can view the flag and the notes you include in the **Comment** box.

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

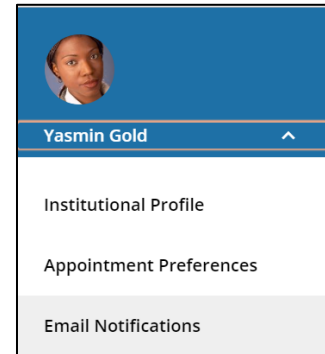
Frequently Asked Questions

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 Folder**.

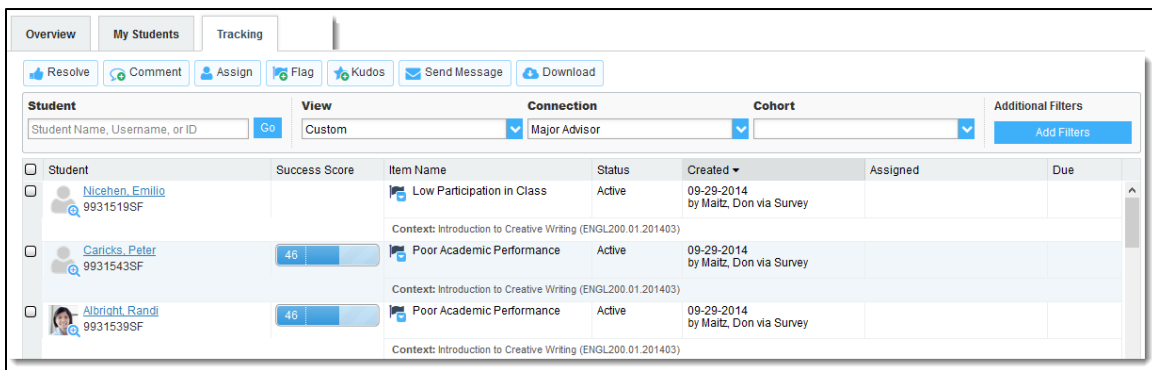
How do I change how I am emailed by Starfish?

Starfish will email you a calendar item for each appointment and a summary of flag activity for your students. Use the **Email Notifications** tab of your **Profile** to modify details of how and when you receive these notifications. For more information see this Two Minute Tip: [Update how you are emailed about Flags](#)



Where can I find information about flags raised on my students?

The **Tracking** tab within the **Students** area lists the flags (and kudos) that have been raised on your students. Use the filters provided to filter your list based on your connection to the students. For example you can filter to your role as advisor vs. your role as instructor, or as an instructor to one of your specific course sections.



You can also go into the individual **Tracking** tab of any **Student Folder** to look at details of flags raised on that student. The details of what you see are based on your relationship to the student(s) and the privileges granted to your role.