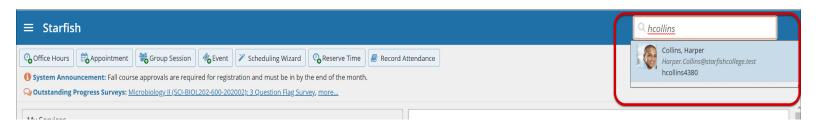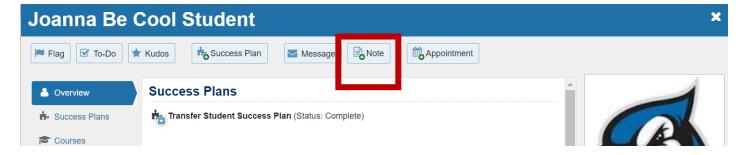# SGPS STARFISH SPOTLIGHT

SGPS Notes & SpeedNotes

To Add a Note in a Student Folder

In addition to documentation that might be captured as part of raising an alert or documenting an appointment with a student, you can also use Starfish to capture a note directly on the Student Folder. *One of the key benefits to choosing this option is the ability to share notes with other appropriate faculty and staff members*.

1. Log into Starfish using your Jayweb username (without @etown.edu) and Jayweb password.

2. Use the Quick Search to select a student.

3. Select **Note**.

4. Select a **Note Type**. The information you see in the **Note Type** drop down is based on your relationship to the student and the associated permissions for that role.

   Note Types: (SGPS General Note, SGPS Advising Note) Select the option that best describes your role and the contents of the Note for this student.

5. (Optional) Select **Send a copy of note to yourself**.

6. (Optional) Select **Send copy of note to student**. If you do not email the note to the student, they will not have access to it. If you wish to share your note with the student, we recommend you select this option.

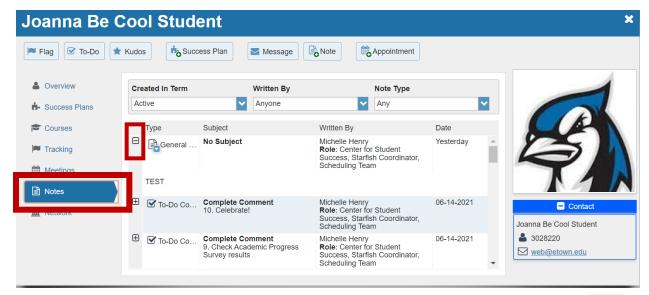7. Note Sharing: The **Note Permissions** will display once you've selected a **Note Type. The Shared** option allows users with the roles listed who have a relationship with the student to view the note in the student folder. When the **Private** option is selected, only you can see the Note (unless you select "**Send copy of note to student**").

8. Select **Submit**.

To View Notes in a Student Folder

1. Find the student either through the Search bar at the top right of the screen or through "**Menu**"→ "**Students**" → "**My Students**" page.
2. Select the students name
3. Select "Notes" from the left-hand menu on the student's folder.

4. To view any entered Notes, click the plus sign to the left of the Note type.

To Add SpeedNotes to an Appointment

In order to access SpeedNotes, the Appointment Feature will be utilized. You can access this by creating an appointment for yourself and the student under Appointments, or the student can schedule an appointment with you via Starfish (this merges with your Outlook or Google calendar). In order for students to be able to schedule with you, you must complete the brief configuration of the Appointment Feature, instructions are available here.

Students Create an Appointment

Students are able to log into Starfish and schedule a time to meet with you. Instructions for students to do this are available here.
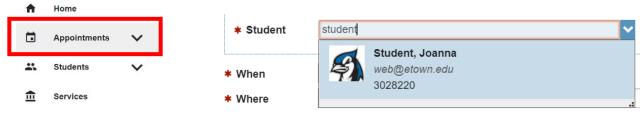
Creating a Future Appointment for You and the Student

1. Select the **Appointments** option on the Menu.
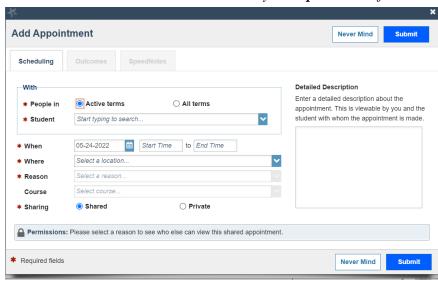2. To add a new appointment, select **Appointment**
3. Click the arrow next to the drop down for **Student** and begin to type the students first or last name in the drop-down box, select the student you wish to create an appointment or enter a note for.

Michelle Henry

- Home
- Appointments
- Students
- Services

* Student   student

Student, Joanna
web@etown.edu
3028220

* When

* Where

4. Enter the date, start and end time of the meeting, (the location should be populated from your location preferences on your profile)
5. Select a reason for meeting. *Each **Reason** has a specific pre-set of **SpeedNotes** associated with it. You will only see **SpeedNotes** for that meeting **Reason**.*

Add Appointment   Never Mind   Submit

Scheduling | Outcomes | SpeedNotes

With
- *** People in**   ⦿ Active terms   ○ All terms
- *** Student**   Start typing to search...
- *** When**   05-24-2022   Start Time to End Time
- *** Where**   Select a location...
- *** Reason**   Select a reason...
- **Course**   Select course...
- *** Sharing**   ⦿ Shared   ○ Private

🔒 **Permissions:** Please select a reason to see who else can view this shared appointment.

Detailed Description
Enter a detailed description about the appointment. This is viewable by you and the student with whom the appointment is made.
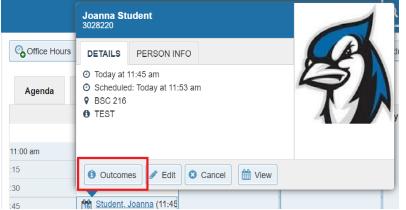
* Required fields   Never Mind   Submit

6. Select the Course if applicable.
7. The **Shared** option allows users with the roles listed who have a relationship with the student to view the note in the student folder. Who the note is shared with will depend on the **Reason** for the appointment. When the **Private** option is selected, only you can see the Note.
8. Detailed Description is an area to enter any instructions for the student about where to meet you or what they should prepare or bring to the meeting.

To Enter Outcomes & SpeedNotes After a Meeting

1. Select the **Appointments** option from the Starfish Menu.
2. Find the past appointment on the calendar and hover over the Calendar icon.

Student, Joanna (11:45

3. Select **Outcomes** from the pop-up box.
4. At this time, you can edit the Scheduling **Reason** if need be, access the **Outcomes** or **SpeedNotes** via the tabs at the top of the window.

Joanna Student
3028220

Office Hours

DETAILS | PERSON INFO

- ⊘ Today at 11:45 am
- ⊘ Scheduled: Today at 11:53 am
- 📍 BSC 216
- ⓘ TEST

Agenda

11:00 am

:15

:30

:45

ⓘ Outcomes | ✎ Edit | ⊗ Cancel | 🗓 View

Student, Joanna (11:45

5. On the **Outcomes** tab, you can enter any Notes or **Comments** you have from the session together. You can enter anything discussed or action items that you or the student are to follow up on. These **Comments** are viewable by you and other people with whom the appointment is shared depending on their role and their relationship with the student (i.e.- SGPS Advisor, Program Director, etc.)
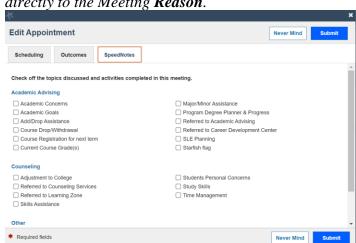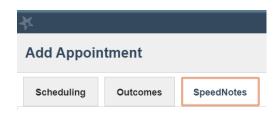
6. (Optional) Select **Send copy of note to student**. If you do not email the note to the student, they will not have access to it. If you wish to share your note with the student, we recommend you select this option.

7. At this time, you can either select the **SpeedNotes** tab or, if finished, Select **Submit**.

To Enter SpeedNotes

1. Select the **SpeedNotes** tab

2. Check off any of the **SpeedNotes** that may apply to the topics discussed or activities completed in the meeting. *These notes may fall into different categories such as Academic Advising, Counseling, Career, Referrals, Other, etc. The SpeedNotes that are available are tied directly to the Meeting Reason.*

3. Click **Submit**.

A Few Final Notes:

- *You may wish to use only the SpeedNotes or only the Outcomes tab to enter written notes (or copy and paste), both offer unique qualities to Notetaking and one may be more suitable to another depending on the meeting.*

- *If you schedule a meeting with a student outside of Starfish, it's recommended that, at the time of scheduling, you create the appointment in Starfish. Creating the meeting in Starfish allows you to return to the Outcomes after the meeting. Once the meeting is created the student will then receive meeting reminders from Starfish. Due to the receipt of the meeting reminders we do **not** recommend adding the meeting **after** it has already occurred.*