STARFISH SPOTLIGHT
for Student Leaders

How to access Starfish?

You can access Elizabethtown College's Starfish system by clicking <u>here</u> or by visiting the "Academics" section of the Current Student Gateway page on the etown.edu webpage and selecting the "Starfish" link.

How to set up your profile

Edit Profile

Joe Student

Username
STUDENTJ

Institution Email
regandrec@etown.edu

Upload Photo

Contact Information

Some of your information is automatically updated by your institution and cannot be edited.

Pronouns

Ex: she/her/them

Helps your staff connections know how to refer to you. Ex: she/her/them

- <u>Log in</u> with your Etown email and password.
- Click on the Menu button on the top left of your screen and select the arrow next to your name to edit your profile
- <u>Upload a photo of your face</u> and enter any other information you'd like to update (pronouns, alternate email, phone, etc.)

If you think you'd like to use the appointment scheduling you can customize the Appointment Preferences

- Select "**Appointment Preference**".
- Select a **minimum appointment length** and **schedule a deadline**.
  - Note: Scheduling deadlines do not allow students to schedule a time with you after a certain time on the day before your office hour or at a certain time on the day of your office hour. (*For student leaders, if you will be in the office in that time anyway you might want to select the "1 hour before the office hour" option, and I'd suggest 30 min appointment lengths.*)
- In order to read the busy times off of your outlook or google calendar, select "**Allow Starfish to read busy times from my __ calendar**". **IMPORTANT: You will need to share your calendar with starfish @etown.edu for this to be in effect.** To share your calendar, follow the directions from the link in the Appointments Notifications box.

Starfish Calendar Sync

Select options to sync **from** your Starfish Calendar **to** your External Calendar

Email me calendar attachments for every:

☑ Appointment change

☑ Change to my Office Hours and Group Sessions

External Calendar Sync

Sync busy times **from** your External Calendar **to** your Starfish Calendar

Outlook Calendar Sync

⚠ Important: You must share your calendar with starfish@etown.edu
Click here for further instructions.

☐ Allow Starfish to read busy times **from** my Outlook Calendar

Google Calendar Sync

⚠ Important: You must share your private calendar link below with Starfish.
Click here for further instructions.

☐ Allow Starfish to read busy times **from** my Google Calendar

Paste Google Calendar Link

[   ]

- o
- **Add a location** (you can add multiple such as zoom and the SLO)
  - o Click and add your location, enter any instructions such as "Please check in at the front desk" etc. **Please do NOT add any Calendar Managers at this time**.
- **Save Changes**

To customize Email Notifications

- Click on **"Notifications"** and in the **"Appointments"** box select how you would like to receive your email reminders regarding appointments and if you would like email alerts 15 or more minutes prior to your appointment.

To add Office Hours (that occur each week). If you are looking for "Ad hoc" office hours that occur for just a short period of time view those instructions here.

- Go back to the main menu, select **Home** and then Select **Add Office Hours t**o create a single or recurring set of office hours.
- Tips on completing the **Add Office Hours** form:
 - o **Title:** Displays on your calendar to distinguish sets of office hours.

- o **Where? - Type:** Options include in an office, on the phone or online, for example.
- o **Office hours Type:** Options include scheduled, walk-ins or both.
- o **Start/End Date Tab:** Select end date as "**End of Term**" then select term from dropdown list.

Important Note: Once an office hour block is saved, you will *not* be able to edit weekdays on which it occurs or type of frequency (e.g. weekly).

- o Click **submit**.

How to send a Kudo

- Find the student you would like to Kudo by selecting the Menu then "Students", "My Students" and finding the students name. Check the box next to the student's name and then select "Kudo".
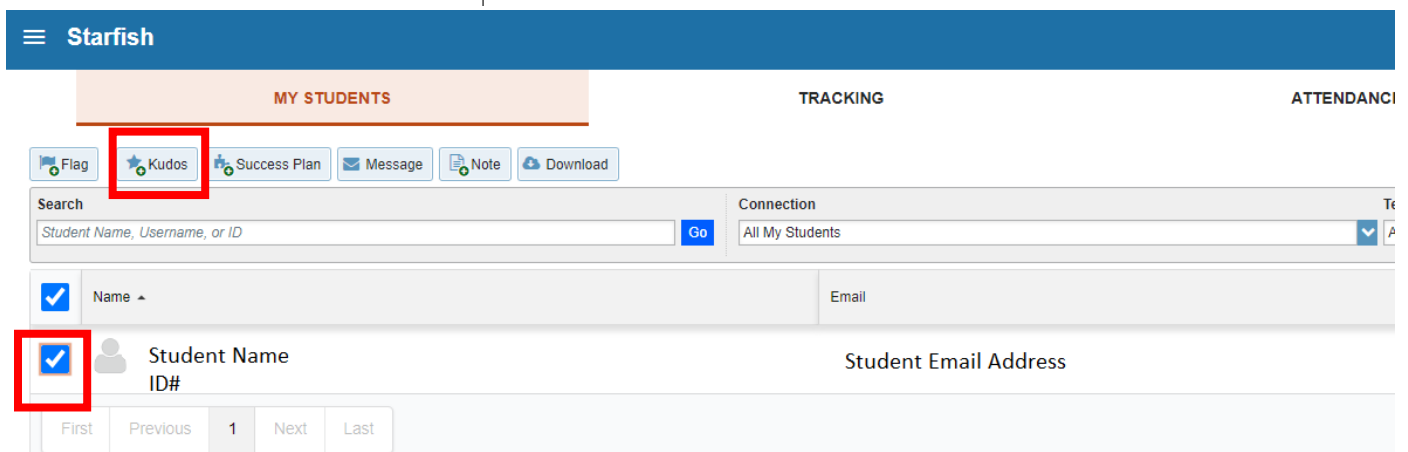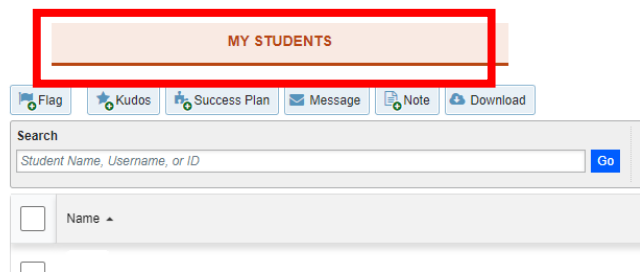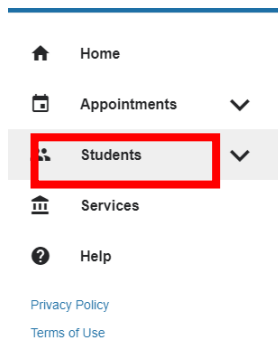
- Select the Kudo type and course (if applicable) from the drop-down menu's. Enter any comments you'd like and click "Save".

To find a student's Letter of Introduction

- Go to **Students**, then **Tracking**, you will be able to see which students have submitted the letter and which have not. To read the letter, click on the students

name, then inside their profile select **tracking**, then enlarge the text associated with the Letter of Introduction flag.

To Add Notes & Speed Notes

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*.

- Use the Quick Search to select a student, select the box next to their name.

- Select **Note**.
- Select a **Note Type** that best describes your role and the contents of the Note for this student.

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

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. (i.e. If Honors Advisor is listed in the permissions and the student is an Honors student, the Honors advisor would have access to this note). When the **Private** option is selected, only you can see the Note (unless you select **"Send copy of note to student"**).

- Select **Submit**.

To View Notes in a Student Folder

- Find the student either through the Search bar at the top right of the screen or through **Menu-Students-My Students** page.
- Select the students name
- Select **Notes** from the Students folder.

- 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.
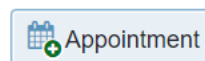
Students Create an Appointment

Students are able to log into Starfish and schedule a time to meet with you. Instructions for students to do this are available <u>here</u>.

Creating a Future Appointment for You and the Student

- Select the **Appointments** option on the Menu.
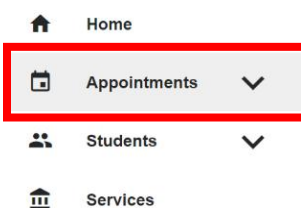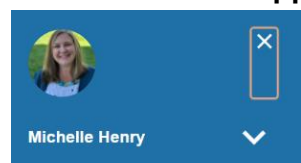
- To add a new appointment, select **Appointment**
- Click the arrow next to the drop down for **Student** and begin to type the students first or last name in the drop-down box, select the student you wish to create an appointment or enter a note for.
- Enter the date, start and end time of the meeting, (the location should be populated from your location preferences on your profile)

- 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**.*


- Select the Course if applicable.
- The **Shared** option allows users with the roles listed who have a relationship with the student to view the note in the student folder. (i.e. If Honors Advisor is listed in the permissions and the student is an Honors student, the Honors advisor would have access to this note). 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.

- 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

- Select the **Appointments** option from the Starfish Menu.
- Find the past appointment on the calendar and <u>hover over</u> the Calendar icon.
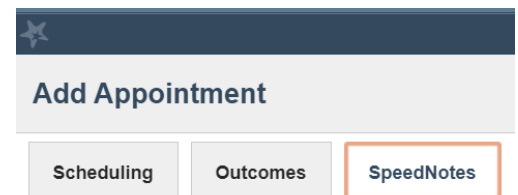- Select **Outcomes** from the pop-up box.
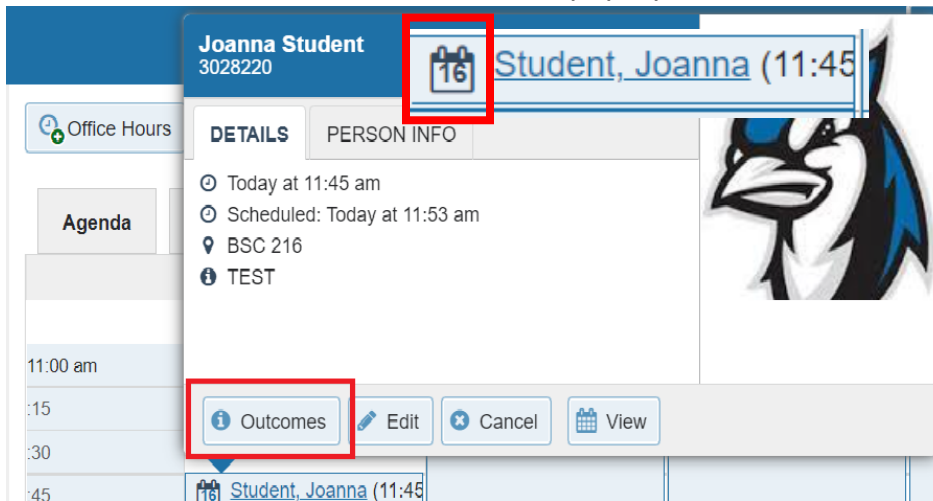
- At this time, you can edit the Scheduling **Reason** if need be, access the **Outcomes** or **SpeedNotes** via the tabs at the top of the window.
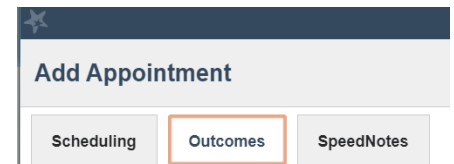
- On the **Outcomes** tab, you can enter any Notes or **Comments** you have from the session together. You can enter anything discussed or action items that you or the student are to follow up on. These **Comments** are viewable by you and other people with whom the appointment is shared depending on their role and their relationship with the student (i.e.- Academic Advisor, Honors Advisor, etc.)
- (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.
- At this time, you can either select the **SpeedNotes** tab or, if finished, Select **Submit**.

To Enter SpeedNotes

- Select the **SpeedNotes** tab
- 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 Academics, Referrals, Social/Emotional, Success Skills, etc. The **SpeedNotes** that are available are tied directly to the Meeting **Reason**.*

- 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.*

  If you would prefer individualized assistance, please consider contacting Michelle at ext.1415 or Starfish@etown.edu to schedule a brief one on one session, or stop in BSC227 and chat with Michelle.