Instructor & Advisor Getting Started Guide

Starfish Retention Solutions

Easier than ever to identify and connect with students who need support

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.

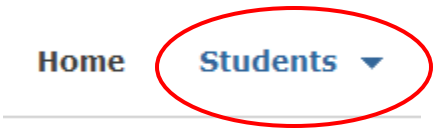
Getting started is easy. Accessible through NazNet or the Starfish webpage (http://www.naz.edu/center-for-student-success/starfish), Starfish will automatically display all students that you have been assigned or are enrolled in your courses. From there, you can begin raising flags about students, review flags that have been raised about your students, and provide additional information.

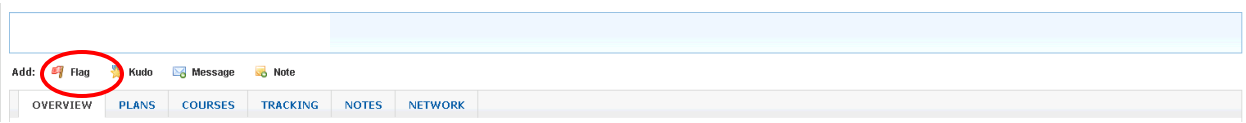
That's it. Simple for you. Empowering for your students.

>> Raise a Flag

When you have a concern with a particular student, raise a flag to communicate your observations.

1. Click on the **Students** navigation item to see all of your students.
2. Find the student you want to raise a flag for – by searching for their name or paging through the students. Click on the student's name to bring up the student's folder. *Note*: Anywhere you see a student's name as a link it will take you to his or her folder.
3. When you click on the **Raise Flag** button**,** a list of flags that can be raised and viewed by you is displayed.
4. Select the appropriate flag, enter comments and click the **Save** button.
5. The appropriate individuals will be automatically notified.

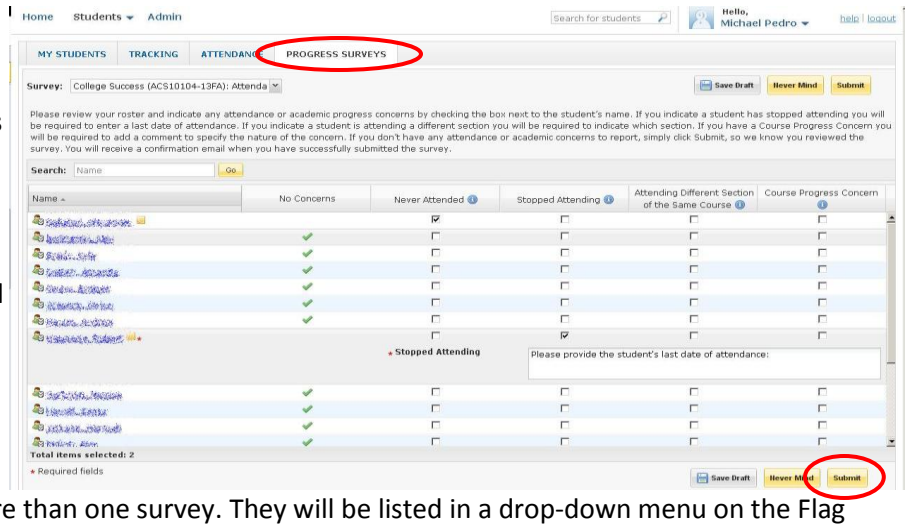




>> Progress Surveys

Flags can also be raised by submitting a progress survey. You will receive an email reminder when there is a new survey for you to complete.

1. Click on the **Students** navigation item and then choose the **Progress Surveys** tab.
2. Check the boxes to raise concerns about certain students.
3. Click **Submit** when you are finished to raise the selected flags.



Note: You may be asked to submit more than one survey. They will be listed in a drop-down menu on the Flag Surveys tab.

Having trouble? Want to learn more?
Check out more Starfish resources at http://www.naz.edu/center-for-student-success/starfish

You may direct questions to any member of the Starfish implementation team:

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