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 the "Daily Work" menu in NazNet SelfService, Moodle, or the Starfish webpage, 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.
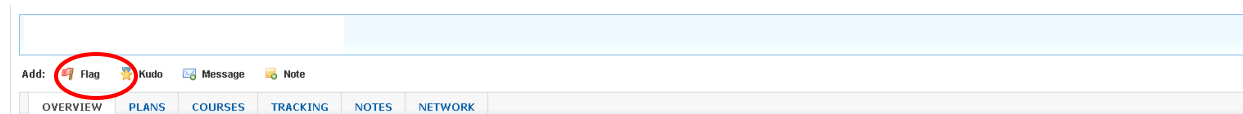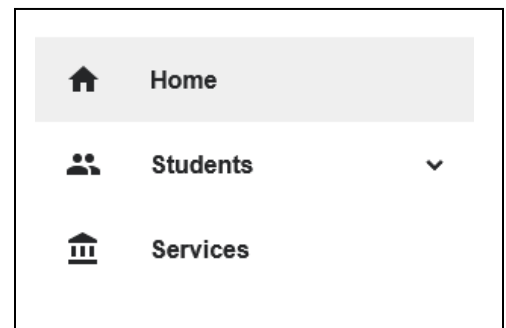
>> Roster Verification Survey

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

1. Click on your section(s) next to **Outstanding Progress Surveys** on the Starfish main page (see below) or 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: Record Attendance is separate from the roster verification process:

This is NOT the link for roster verification (although it looks like it might be!)

To verify your rosters, simply click on the name of each course.

Having trouble? Want to learn more?

Check out Nazareth's [Starfish webpage](#) or contact Andy Morris, Associate Vice President for Retention and Student Success ([amorris8@naz.edu](#), 585-389-2113).

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