

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.

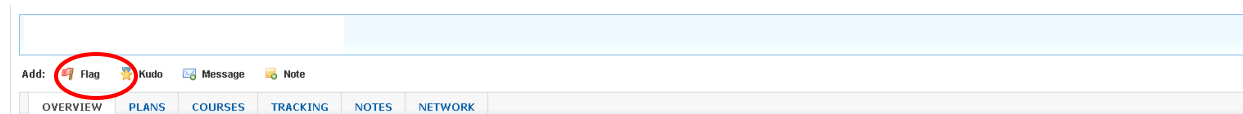
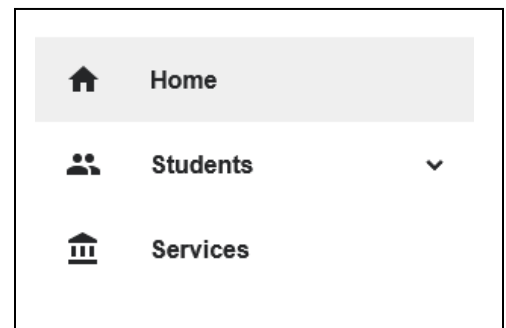
Getting started is easy. Accessible through the “Daily Work” menu in [NazNet SelfService](#), [Moodle](#), or the [Starfish webpage](#), Starfish will automatically display all students that you have been assigned or are enrolled in your courses. From there, you can begin raising flags about students, 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.

Home Students Admin Search for students Hello, Michael Pedro help logout

MY STUDENTS TRACKING ATTENDANCE **PROGRESS SURVEYS**

Survey: College Success (ACS10104-13FA): Attendance Save Draft Never Mind Submit

Please review your roster and indicate any attendance or academic progress concerns by checking the box next to the student's name. If you indicate a student has stopped attending you will be required to enter a last date of attendance. If you indicate a student is attending a different section you will be required to indicate which section. If you have a Course Progress Concern you will be required to add a comment to specify the nature of the concern. If you don't have any attendance or academic concerns to report, simply click Submit, so we know you reviewed the survey. You will receive a confirmation email when you have successfully submitted the survey.

Search: Name Go

Name	No Concerns	Never Attended	Stopped Attending	Attending Different Section of the Same Course	Course Progress Concern
Student 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Student 21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 26	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 27	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Student 98	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total items selected: 2 Required fields Save Draft Never Mind Submit

Note: Record Attendance is separate from the roster verification process:

Home Students Search for students

Record Attendance

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

System Announcement: Welcome to Starfish! Please visit our [Starfish support page](#) for documentation and a list of training opportunities.

Outstanding Progress Surveys: [Biological Systems II \(BIO10401-14SP\): Attendance Verification - Spring 2014](#), [Biol Systems Lab II \(BIO104L01-14SP\): Attendance Verification - Spring 2014](#), [...more](#)

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).

