

Starfish at Nazareth

Faculty and Advisor Guide

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Logging In

You can access Starfish a number of ways:

1. You may copy and paste the login url directly into your web browser: <https://naz.starfishsolutions.com/starfish-ops/support/login.html;jsessionid=B46233744FB1987A51A1611265F9996C>
2. Select Starfish from the A-Z index (<http://www.naz.edu/a-z-index>) and click on the Sign in link on the Starfish page.
3. If you are logged into NazNet Self-Service, you can access Starfish by clicking Daily Work in the left-hand toolbar.

The screenshot displays the Nazareth College NazNet Self-Service interface. On the left, a dark sidebar contains a navigation menu with the following items: Home, Financial Information, Employment, Academics, Daily Work (highlighted in purple), Advising, Faculty, Organizational Structure, and Starfish. The main content area features the Nazareth College logo and a purple header. Below the header, a welcome message reads "Hello, Welcome to NazNet Self-Service!" followed by the instruction "Choose a category to get started." The main area is populated with six service tiles arranged in a 3x2 grid:

- Student Finance:** Here you can view your latest statement and make a payment online.
- Banking Information:** Here you can view and update your banking information.
- Employee:** Here you can view your tax form consents, earnings statements, **Banking** information, and timecards. (The word "Banking" is highlighted with a red box.)
- Course Catalog:** Here you can view and search in course catalog.
- Advising:** Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty:** Here you can view your active classes and submit grades.

At the bottom of the page, a footer contains the text: "ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)"

Once on the Starfish Sign In page, enter your MyNaz username and password (same login you use to access NazNet) and click Login.

NAZARETH COLLEGE

Welcome to Starfish at Nazareth College!

Please log in with your MyNaz username and password. MyNaz is the same login you use to access NazNet. If you have problems or questions about your MyNaz account, please visit

<https://auth.naz.edu>

Click here if you have any difficulty logging in.

Sign In to Starfish

Username

Password

Login Forgot password

Basic Navigation

Starfish has an easy to use interface with only a few basic screens:

HOME: The **Home** screen is what you first see when you log in. It allows you to navigate to one of the other screens and displays outstanding surveys that need to be completed, as well as recent flags for students you are connected to as an advisor and/or instructor.

PROFILE: The Profile screen allows you to set up your profile and preferences.

- The **Institutional Profile** tab allows you to select your default login screen, enter contact information and set Facebook and text message preferences.
- The **Email Notifications** tab allows you set your email preferences in Starfish. You can choose to be notified through individual emails or receive a daily or weekly digest that summarizes all flags and kudos raised for students you are connected to as an instructor or advisor.

STUDENT FOLDER: You can access the **Student Folder** by clicking on a student's name from any screen in Starfish. The Student Folder shows the student's recent flags or kudos and his or her student profile, and allows you to raise flags or kudos and send a message to the student.

PROGRESS SURVEYS: In Starfish **Progress Surveys** provide an easy way to raise Tracking Items for students. Survey announcements are sent via email, and include a link to your Starfish Dashboard, which is where you can find a list of surveys that have been assigned to you.

STUDENTS: Selecting **STUDENTS** will take you to an area to manage the students connected to you through Starfish.

- The **My Students** tab allows you to see all students in your class(es) and/ or your advisees. You can use this screen to raise a flag or kudo for students, send notifications to students via email.
- The **Tracking** tab is very similar to the My Students tab but instead of seeing all your students and/or advisees, you will only see students and/or advisees for whom flags or kudos have been raised that you have permission to view. Depending on the type of flag and your permissions, you can manage or clear flags on students.
- The **Attendance** tab allows you to use Starfish to track attendance in your classes.

Home Screen

The screenshot shows the Starfish interface with the following elements:

- Top Navigation:** Home, Students (dropdown), Search for students, Hello, Andrew Morris (dropdown), help, logout.
- Record Attendance:** A button with a calendar icon.
- Recent Changes:** A table with a filter for 'Last 30 day' and 'All Activity'. It lists various flags with dates.
- Flags I'm Managing:** A section with a filter set to 'Academic'.
- Bottom Navigation:** Home, Students (My Students, Tracking, Attendance), Profile (Institutional Profile, Email Notifications).

Callout Box 1 (Top Left): Use links to navigate to different screens in Starfish. (Arrows point to Home, Students, and Record Attendance)

Callout Box 2 (Middle): Flags raised on students in your class and your advisees appear here. You can control how far back you want to see flags for and what types of flags you want to see. (Arrow points to Recent Changes)

Callout Box 3 (Bottom Middle): Flags you have raised or have the ability to manage. (Arrow points to Flags I'm Managing)

Flag Type	Date
Cleared Flag:	Missing Work: 08-08-2013
Raised Flag:	; Missing Work: 08-05-2013
Raised Flag:	Missing Work: 08-05-2013
Raised Flag:	Missing Work: 08-05-2013
Raised Flag:	urse Progress Concern: 08-02-2013
Raised Flag:	urse Progress Concern: 08-02-2013
Raised Flag:	Course Progress Concern: 08-02-2013
Cleared Flag:	w or Failing Grades: 08-02-2013
Cleared Flag:	Low or Failing Grades: 08-02-2013
Cleared Flan:	Course Proaress Concern: 08-02-2013

Profile

Home Students Admin

INSTITUTIONAL PROFILE EMAIL NOTIFICATIONS

help | logout

er Mind Save

Please fill out as much of your profile as possible; students will see this information.

Andrew Morris

[Last Login: 1:04 PM August 19, 2013]

Upload Photo

Login Page: Default Login Page

Login: amorris8 Institution Email: amorris8@naz.edu

Phone: Alternate Email:

Cell Phone: Send my correspondence to:

Video Phone: Institution Email Alternate Email Both

Time zone: (GMT-05:00) Eastern Time

Display all time zones

In the Institutional Profile you can upload a photo, change your default login page, enter additional contact information and set up Facebook and text messaging preferences.

Home Students Admin

Search for students

Hello, Andrew Morris help | logout

INSTITUTIONAL PROFILE **EMAIL NOTIFICATIONS**

Never Mind Save

NOTE: If you do not receive Starfish email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist Starfish emails if this is the case.

Tracking Item Notifications

Send me a summary email of all tracking item activity:

Daily at 1:00 AM

Weekly on Monday at 8:00 AM

Send me an immediate email whenever: an item is raised an item is cleared

In the Email Notifications screen you can set daily or weekly summaries or if you prefer, you can choose to receive individual emails each time an item is raised or cleared.

Student Folder

Cell Phone 3 Institution Email

Add: Flag Kudo Message Note

OVERVIEW PLANS COURSES TRACKING NOTES NETWORK

Note: FERPA standards protect student data.

Recent Flags

Flagged for Missing Work, in Intro Psy: Social Science (PSY.Q10250-13SB)

Student ID: Phone:
Alternate Email: Cell Phone:
Institution Email:



You can click on a student's name from any screen in Starfish to access the Student's Folder. The Student Folder shows the student's recent flags and kudos, the student profile (name, ID number, email, phone), and allows you to raise flags or kudos, send a message to the student.

****More detailed information regarding raising flags/kudos later in this guide. ****

Progress Surveys

Progress Surveys in Starfish provide an easy way to raise Tracking Items for students. Survey announcements are sent via email, and include a link to your Starfish Dashboard, which is where you can find a list of surveys that have been assigned to you.

The survey screen lists students on the left, and Tracking Items on the right. By the default, the 'No Concerns' option is selected for all students, therefore, you only need to make selections for the students who have an issue.

When you are done with your survey click submit. Even if you have no concerns checked off on any of your students, it is important that you click submit to let us know that you have reviewed the survey.

The screenshot shows the Starfish Progress Surveys interface. At the top, there are navigation tabs: MY STUDENTS, TRACKING, ATTENDANCE, and PROGRESS SURVEYS. The current survey is "College Success (ACS10104-13FA): Attendance". A search bar is present with the text "Search for students". The user is identified as "Hello, Michael Pedro".

The main content area contains a table of students and tracking items. The table has columns for "Name", "No Concerns", "Never Attended", "Stopped Attending", and "Attended". The "No Concerns" column has a blue information icon. The "Never Attended" and "Stopped Attending" columns have checkboxes. The "Attended" column has a date input field.

Annotations in yellow boxes provide additional information:

- "A list of surveys assigned to you appears on a drop-down menu." (points to the survey name)
- "Tracking items appear across the top. Hover over the blue information icon for a description of the tracking item." (points to the blue information icon in the "No Concerns" column)
- "When you select a tracking item, a yellow note icon will appear. Clicking this icon gives you the ability to enter comments and provide context to your selection." (points to a yellow note icon in the "No Concerns" column)
- "Some tracking items require comments. A text box will appear under the selection when this is the case." (points to a text box under the "Stopped Attending" column)

Buttons at the bottom right include "Save Draft", "Never Mind", and "Submit".

STUDENTS - My Students

The screenshot shows the 'My Students' page in a web application. At the top, there are navigation links for 'Home', 'Students', and 'Admin'. A search bar is located on the right with the text 'Search for students'. Below this, the user's name 'Hello, Andrew Morris' and a 'logout' link are visible. The main content area has three tabs: 'MY STUDENTS' (highlighted with a red box), 'TRACKING', and 'ATTENDANCE'. Below the tabs are several action buttons: 'Raise Flag', 'Add Kudo', 'Send Message', 'Add Note', and 'Download'. A search section includes a 'Name' input field, a 'Go' button, a 'Connection' dropdown menu (set to 'ACS10130-13FA'), a 'Term' dropdown menu (set to 'Fall 2013'), and an 'Advanced Search' button. Below the search section is a table with columns for 'Name', 'Email', 'Phone', and 'Cell Phone'. The table contains 18 rows, each with a small icon next to the name. A yellow callout box with a purple arrow points to the 'Name' column, stating: 'Click on a student's name to view the student's profile.' Another yellow callout box with two purple arrows points to the 'Connection' and 'Term' dropdown menus, stating: 'You can limit the list by selecting a Connection (advisor, instructor, or specific class) and a term.' A third yellow callout box at the bottom states: 'On this screen, view your course roster and/or your advisees. You can raise flags/kudos from this screen by checking the box next to the students name and selecting Raise Flag or Add Kudo. **More detailed information regarding raising flags/kudos later in this guide. **'. At the bottom left, there is a pagination control showing 'Page 1 of 1' and 'Total items selected: 0'. At the bottom right, it says 'Displaying students 1 - 18 of 18'.

STUDENTS - Tracking

Use View to limit the types of flags you want to view.

Search for a student by entering their name or ID number.

Select Connection (advisor, instructor, or specific class).

Sort flags by clicking on various columns.

Student Name	Item Name	Status	Created By	Creation Date...	Due Date	Context
	Missing Work	Active		08-05-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Missing Work	Active		08-05-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Missing Work	Active		08-05-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Course Progress C...	Active		08-02-2013		General Chemistry (CHM.Q14050-13SB)
	Course Progress C...	Active		08-02-2013		General Chemistry (CHM.Q14050-13SB)
	Course Progress C...	Active		08-02-2013		Gen Chem: 3M Workshop (CHM15550-13SB)
	Low or Failing Gra...	Active		08-01-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Low or Failing Gra...	Active		08-01-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Low or Failing Gra...	Active		08-01-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Low or Failing Gra...	Active		08-01-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Low or Failing Gra...	Active		08-01-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Low or Failing Gra...	Active		08-01-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Low or Failing Gra...	Active		08-01-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Low or Failing Gra...	Active		08-01-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Low or Failing Gra...	Active		08-01-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Low or Failing Gra...	Active		08-01-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Low or Failing Gra...	Active		08-01-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Missing Work	Active		07-30-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Missing Work	Active		07-30-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Missing Work	Active		07-30-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Missing Work	Active		07-16-2013		Intro Psy: Social Science (PSY.Q10250-13SB)
	Course Progress C...	Active		07-10-2013		General Chemistry (CHM.Q14050-13SB)

Page 1 of 1 | Total items selected: 0 | Displaying items 1 - 19 of 19

STUDENTS – Attendance

If you wish, you can record your class attendance in Starfish.

On the Attendance tab click on Record Attendance.

In the Record Attendance window select a date and click the appropriate attendance status for each student (all students are listed as present by default).

Home Students Admin

Search for students

Hello, Andrew Morris help | logout

MY STUDENTS TRACKING **ATTENDANCE**

Raise Flag Add Kudo Send Message Add Note Record Attendance

Select All Deselect All ACS10130-13FA - College Success

Choose Students By: Term: All

Record Attendance Never Mind Submit

Course: ACS10130-13FA Date: 08-16-2013 Go

Search for Student Name Search Clear All Absences

Student	Present	Absent	Excus...	Tard
 Barrett, Julia jbarret8@naz.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Bruno, Alexandra abruno0@naz.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Burrows, Natalie nburrow0@naz.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Garn, Abigail aqarn0@naz.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 George, Cecelia cgeorge9@naz.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Harris, Chelsea charris1@naz.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Heller, Stephen sheller3@naz.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Jamso, Janna	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Never Mind Submit

Raising Flags and Kudos

Use the flags and kudos available in Starfish to track concerns and positive performance for students in your classes.

When a flag is raised the student receives an immediate email notification. The emails vary based on the type of flag being raised. Students are directed to campus resources that can help them meet their academic needs. In addition, advisors and support staff are either notified or have the ability to view the flag for students they are connected to through Starfish.

Flag Name	Flag Description
Academic Concern - Immediate Response Requested	Undergraduate Only: Use this flag when you have an academic concern that requires immediate action by the student and outreach by the advisor.
Course Progress Concern	Raise this flag when you have concerns about a student's performance in your class.
Excessive Absences	Undergraduate Only: Raise this flag when a student isn't attending class regularly.
Lack of Class Engagement	Undergraduate Only: Raise this flag when a student isn't participating in class.
Low or Failing Grades	Undergraduate Only: Raise this flag when a student is earning low or failing grades.
Missing Work	Undergraduate Only: Raise this flag when a student has not submitted required assignments.
Never Attended	Use this flag to identify a student who has never attended any meetings for this course section.
Stopped Attending	Use this flag when a student has stopped attending class.

Kudo Name	Kudo Description
Keep Up the Good Work	Raise this kudo for students who are performing well.
Outstanding Academic Performance	Raise this kudo when a student has outstanding academic performance.
Showing Improvement	Raise this kudo when a student has shown improvement.

Raising Flags and Kudos

Flags and Kudos can be raised from the **My Students** screen, the **Tracking** screen or the **Student Folder**.

My Students

Home Students Admin Search for students help

MY STUDENTS TRACKING

Raise Flag Add Kudo Send Message Add Note Download

Search: Name Go Connection: Summer Start Prog Term: Summer B 2013 Advanced Search

<input type="checkbox"/>	Name	Email	Phone	Cell Phone
<input type="checkbox"/>				503-122
<input type="checkbox"/>				305-021
<input type="checkbox"/>				214-106

STEP 1: In the My Students and Tracking screens, check the box next to the student who is receiving the flag. You can select multiple students if they are all receiving the same flag.

STEP 2: Click "Raise Flag" or "Add Kudo" to bring up the flag details in a separate window (shown on the next page).

Tracking

Home Students Admin Search for students help

MY STUDENTS TRACKING

Resolve Add Comment Raise Flag Add Kudo Send Message Download

View: Custom Student: Student Name Go Connection: Director of Center for Advanced Search

<input type="checkbox"/>	Student Name	Item Name	Status	Created By	Creation Date	Due Date	Context
<input type="checkbox"/>		Missing Work	Active	Rote, Wendy	08-05-2013		Intro Psy: Social Science (PSY.Q10250-135B)
<input type="checkbox"/>		Missing Work	Active	Rote, Wendy	08-05-2013		Intro Psy: Social Science (PSY.Q10250-135B)
<input type="checkbox"/>		Course Progress C...	Active	Lammela, William	08-02-2013		General Chemistry (CHM.Q14050-135B)

Student Folder

Home Students Admin Search for students help

Add: Flag Kudo Message Note

OVERVIEW PLANS COURSES TRACKING NOTES NETWORK

Raising Flags and Kudos - Details

Raise Flag for [Redacted] Never Mind Save

* **Tracking Item** ▼

* **Comment**

* **Course Context** ▼

Student View: The student can view this item and the notes entered above.

Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- * Success Coach
- * Registrar Staff
- * Support Provider
- * Summer Start Program Staff
- * HEOP Excel Staff

[More...](#)

Never Mind Save

- STEP 3: Select the flag or kudo you wish to raise for the student from the drop-down menu.
- STEP 4: Enter comments to provide context to the flag. Comments are required on some flags and optional on others.
- STEP 5: Select the Course this flag is being raised for.
- STEP 6: Review who can see this flag and related comments.
- STEP 7: Click Save to generate an immediate email notification to the student.

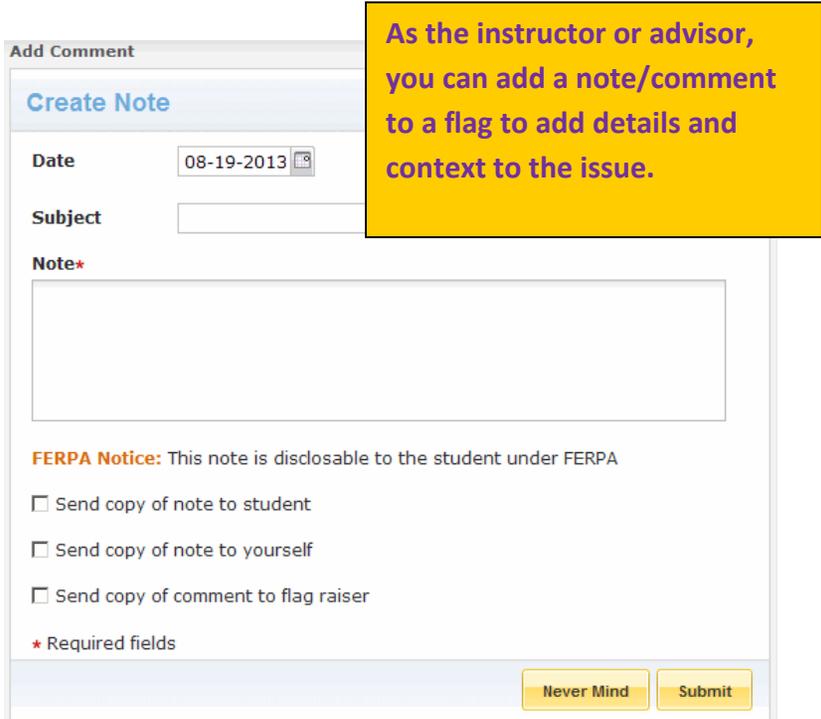
Managing Flags

Whenever you see the Flag Menu icon  in Starfish you can click the icon to manage the flag.

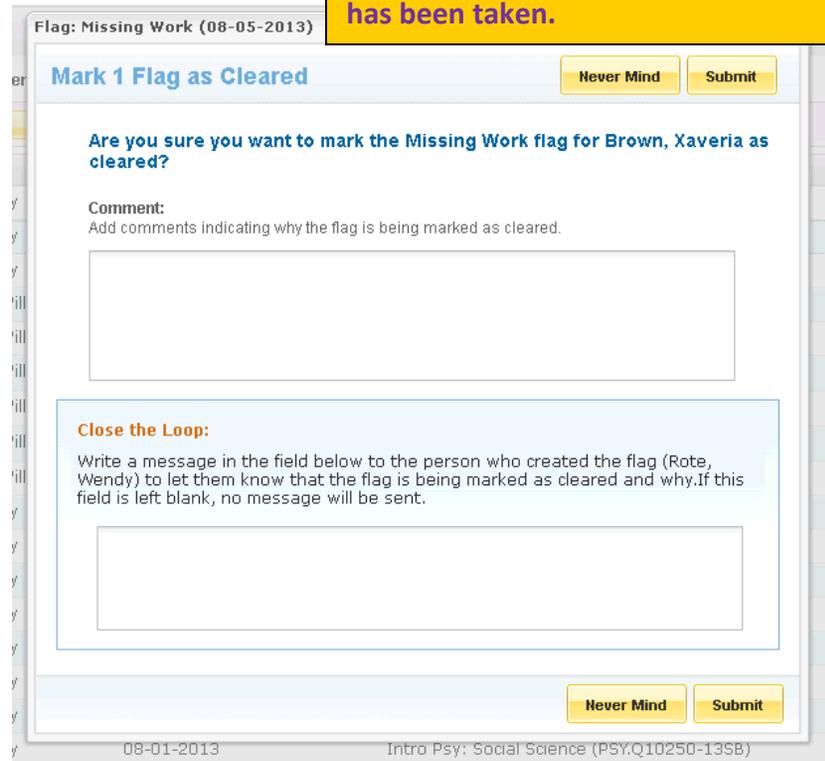


Clicking the Flag Menu icon brings up the Flag Menu. Depending on your connection to the student in Starfish and your permissions, the Flag Menu allows you to view the flag details, clear the flag, or add a comment.

A flag should be cleared when you have met with the student and determined a plan of action to resolve the issue. Whenever you clear a flag for your advisee you should describe why the flag is being cleared in the Comment field and include the same comment in the Close the Loop field, which will generate an email to the initial flag raiser letting them know what action has been taken.



As the instructor or advisor, you can add a note/comment to a flag to add details and context to the issue.



Support



If you have questions about navigating in Starfish or other technical questions, please contact Mike Pedro at x. 2807 or mpedro6@naz.edu.

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

- Marrlee Burgess (x.2884, mburges4@naz.edu)
- Andy Morris (x.2815, amorris8@naz.edu)
- Chuck Ray (x.2105, cray9@naz.edu)
- Linda Searing (x.2874, lsearing9@naz.edu)
- Alison Teeter (x.2801, ateeter7@naz.edu)