



Extended Training on Tools for Faculty Advising Mentoring (FAM)

Student Success and Retention Programs

Supporting Student Success

STARFISH EARLY ALERT- RETENTION TOOL

[Student Services Home](#)

[Workshops](#)

[Important Dates](#)

[Student Lingo](#)

[Starfish Early Alert](#)

[Contact Us](#)



What is Starfish?

- ▶ Identifies at-risk students in real time, pinpoints areas of concern, and connects them with resources such as advising, tutoring, and more!
- ▶ Starfish helps institutions individualize support for students and assess which services and interventions are working.

Access Starfish Early Alert [HERE](#)

How does Starfish support student success?

Resources- Training Materials





ADDING GROUP SESSIONS



Home

Appointments

Students

Services

Admin

Search for Students



help | logout

System Announcement: Welcome to Starfish - Fall 2016

Staff Dashboard

Staff Dashboard

- Office Hours
- Appointments
- Group Session
- Event
- Scheduling Wizard
- Reserve Time

Dashboard

Messages

My Success Network

Raise Your Hand

Courses

Success Plans

Degree Planner

History

Appointments

Flags I'm Managing

Experimental

Name	Flag Name
No students are flagged	

Recent Changes

Show All Activity

Changed in Past 24 hours

No recent changes

Add Group Session

Never Mind Submit

* Title

* When? Date:

* What time? to

* Where? SS4-418

* Reason

* How many students?

Enter the maximum number of students that can sign up for the session.

Allow students to see other students who have signed up

Support supplemental instruction

Restrict the session to students in the same section or course. Note that the selected reason controls whether restriction is limited to the same course or section.

Instructions Start/End Date

These will be sent to anyone who makes an appointment.



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December 2016

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today

- Office Hours
- Appointment
- Group Session
- Event
- Reserve Time
- Scheduling Wizard

- Agenda
- Day
- Week

Time Scale 5 day 7 day 12-11-2016 to 12-17-2016

	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16
8:00 am					
:15					
:30					
:45					
9:00 am	<div style="border: 2px solid red; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;"> Group Session</div> Group Session: 2 out of 2 spots available Manage Participants </div>				
:15					
:30					
:45					
10:00 am					
:15					
:30					
:45					
11:00 am					
:15					
:30					
:45					
12:00 pm					
:15					
:30					
:45					
1:00 pm					
:15					
:30					



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December 2016

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Today

- Office Hours
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Agenda	Day	Week	Time Scale <input checked="" type="radio"/> 5 day <input type="radio"/> 7 day					12-11-2016 to 12-17-2016	
			Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16		
8:00 am									
:15									
:30									
:45									
9:00 am									
:15									
:30									
:45									
10:00 am									
:15									
:30									
:45									
11:00 am									
:15									
:30									
:45									
12:00 pm									
:15									
:30									
:45									
1:00 pm									
:15									
:30									

Group Session

12-12-2016 at 9:00 am
 SS4-418
 2 out of 2 spots available

Participants

Participants Edit Cancel View

★ ✕

Manage Session Participants for Group

Session 9:00 am 12-12-2016

Participants

There are 2 of 2 spots available.

Add participant:

Course: 👤 John Doe

Session Participants ▲	Email	Course	Tools
There are no participants currently			

* Required fields

Manage Session Participants for Group Session 9:00 am 12-12-2016

Never Mind

Submit

Participants

Outcomes

SpeedNotes

There are 0 of 2 spots available. **Session Full!**

Add participant:

Add

Course:

Select a Course...

Session Participants ▲	Email	Course	Tools
John Doe	JDoe123@insite.4cd.edu	No Course	✕
Jane Doe	JDoe456@insite.4cd.edu	No Course	✕

* Required fields

Never Mind

Submit

Manage Session Participants for Group Session 9:00 am
12-12-2016

Never Mind

Submit

Participants

Outcomes

SpeedNotes

Time  9:00 am to 10:00 am

Participant Comments

John Doe

Student missed session

Jane Doe

Student missed session

Session Sharing Shared Private

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

- Financial Aid Staff
- Instructor
- Student Services Support
- HSI/STEM
- HONORS

[More...](#)

* Required fields

Never Mind

Submit

Manage Session Participants for Group Session

9:00 am 12-12-2016

Never Mind

Submit

Participants

Outcomes

SpeedNotes

Check off the topics discussed and activities completed in this meeting.

Academic Advising

- Academic status concerns
- Completed degree audit
- Discussion of academic goals
- Registration for classes
- Transfer credit review

Counseling

- Addressed time management
- Adjustment to college
- Balancing academic goals and life goals
- Discussed study skills
- Learning disability

Other

- Discussion of career goals
- Family concerns
- Financial aid process
- Review of campus resources
- Transportation issues

Session Sharing Shared Private

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

- Financial Aid Staff
- Instructor
- Student Services Support
- HSI/STEM
- HONORS

[More...](#)

* Required fields

Never Mind

Submit

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Today

Office Hours Appointment Group Session Event Reserve Time Scheduling Wizard

Agenda Day Week

Time Scale 5 day 7 day 12-11-2016 to 12-17-2016

	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16
8:00 am					
:15					
:30					
:45					
9:00 am					
:15					
:30					
:45					
10:00 am					
:15					
:30					
:45					
11:00 am					
:15					
:30					
:45					
12:00 pm					
:15					
:30					
:45					
1:00 pm					
:15					
:30					

Group Session

Group Session: 0 out of 2 spots available

[Manage Participants](#)

*Group session will appear in your Outlook Calendar

December 2016

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Agenda Day Week

Time Scale 5 day 7 day 12-11-2016 to 12-17-2016

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8:00 am					
:15					
:30					
:45					
9:00 am	Group Session				
:15					
:30					
:45					
10:00 am					
:15					
:30					
:45					
11:00 am					
:15					
:30					
:45					
12:00 pm					
:15					
:30					
:45					
1:00 pm					
:15					
:30					

Group Session

12-12-2016 at 9:00 am
SS4-418
0 out of 2 spots available

Participants

John Doe
Jane Doe

Participants Edit Outcomes Cancel View



ADDING MULTIPLE OFFICE HOURS

System Announcement: Welcome to Starfish- Fall 2016

Staff Dashboard

Office Hours Appointment Group Session Event Scheduling Wizard Reserve Time

Appointments

Flags I'm Managing

Experimental

Name	Flag Name
No students are flagged	

Recent Changes

Show All Activity Changed in Past 24 hours

Group Session Updates: Group Session (Canceled): 12-12-2016
Participants: 2 added, 2 removed Today

Add Office Hours Never Mind Submit

* Title

* What day(s)? Repeats every week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

* What time? to

* Where? SS4-418

* Office hours Type *Only take scheduled appointments*

* How long? minimum appointment length
 maximum appointment length

* Appointment Types Select the types of meetings you will have in these office hours.
 Counseling Appointment Missed Appointment
 Student Events

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

* Required fields Never Mind Submit



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- Day
- Week

Time Scale 5 day 7 day

12-11-2016 to 12-17-2016

	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16
1:00 pm					
2:00 pm					
3:00 pm	<div data-bbox="445 635 917 906">Brentwood Campus + Add + Add + Add + Add</div>	<div data-bbox="1210 635 1681 906">Brentwood Campus + Add + Add + Add + Add</div>	<div data-bbox="2025 635 2497 906">Brentwood Campus + Add + Add + Add + Add</div>		
4:00 pm					
5:00 pm					
6:00 pm					
7:00 pm					

Add Appointment

Never Mind

Submit

Scheduling

Outcomes

SpeedNotes

With

* People in

Active terms

All terms

* Student

Select a person...

* When

01-18-2017



3:00 pm

to

3:30 pm

* Where

Select a location...

* Reason

Select a reason...

Course

Select course...

* Sharing

Shared

Private

Detailed Description

Enter a detailed description about the appointment. This is viewable by you and the student with whom the appointment is made.

Permissions: Please select a reason to see who else can view this shared appointment.

* Required fields

Never Mind

Submit



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Appointments ▾

Students ▾

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help | logout

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Today

- Office Hours
- Appointment
- Group Session
- Event
- Reserve Time
- Scheduling Wizard

- Agenda
- Day
- Week

Time Scale 5 day 7 day 01-22-2017 to 01-28-2017

	Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27
1:00 pm					
1:30					
1:45					
2:00 pm					
2:15					
2:30					
2:45					
3:00 pm	Office Hours		Office Hours		Office Hours
3:15	+ Add		John Doe (3:00 pm)		+ Add
3:30	+ Add		+ Add		+ Add
3:45	+ Add		+ Add		+ Add
4:00 pm					
4:15					
4:30					
4:45					
5:00 pm					
5:15					
5:30					
5:45					
6:00 pm					
6:15					

