



Getting Started with 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](#)

Home Screen

The home screen is the first page you see when you first log into Starfish Enterprise. You can navigate to other screens from this page.

System Announcement: Coming Spring 2016- Hobsons Starfish Ed Planning and Early Alert.

Starfish provides a simple and efficient way for people on campus to schedule time with one another; whether that time is face-to-face, over the phone, or even online. All you have to do to get up and running in Starfish is complete the information on the right, which lets people know when you will be available during the term. Then others on campus will be able to schedule appointments with you electronically. It's that easy!

Once you include the following information, you can also set your office hours so students know when they can find you.

A well-connected campus is a better campus, so start using Starfish now!

You can also set your office hours so students know when they can find you.

Office Hours Setup Wizard

If your office hours don't repeat weekly, [click here](#).

Go ahead and get started by adding one time block for now! You can always add more later.

1. What day(s) do you have office hours?

M T W T F S S

2. What time are your office hours?

Enter Start Time to Enter End Time

3. Where are they?

Type: in an office
Details: Enter an office location
Instructions: Knock once and enter

Show me this Office Hours Setup Page again next time I login if I don't

Close Set up Office Hours

- Institutional Profile
- Appointment Preferences
- Email Notifications

The Institutional Profile tab allows for you to:

- enter your contact information
- share information about yourself with the campus community
- set appointment preferences
- set email notification preferences
- set tracking item notifications

FAM Appointment Scheduling

You are currently logged in as Tselane Caldwell (tcaldwell726).

Home Appointments Students Services Search for Students

Institutional Profile Appointment Preferences Email Notifications

Institutional Profile Appointment Preferences Email Notifications

Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length 15 minutes

Scheduling deadline:

- None
- 5:00 pm the day before the office hours
- 9:00 am the day of the office hours
- 1 hour(s) before the office hours

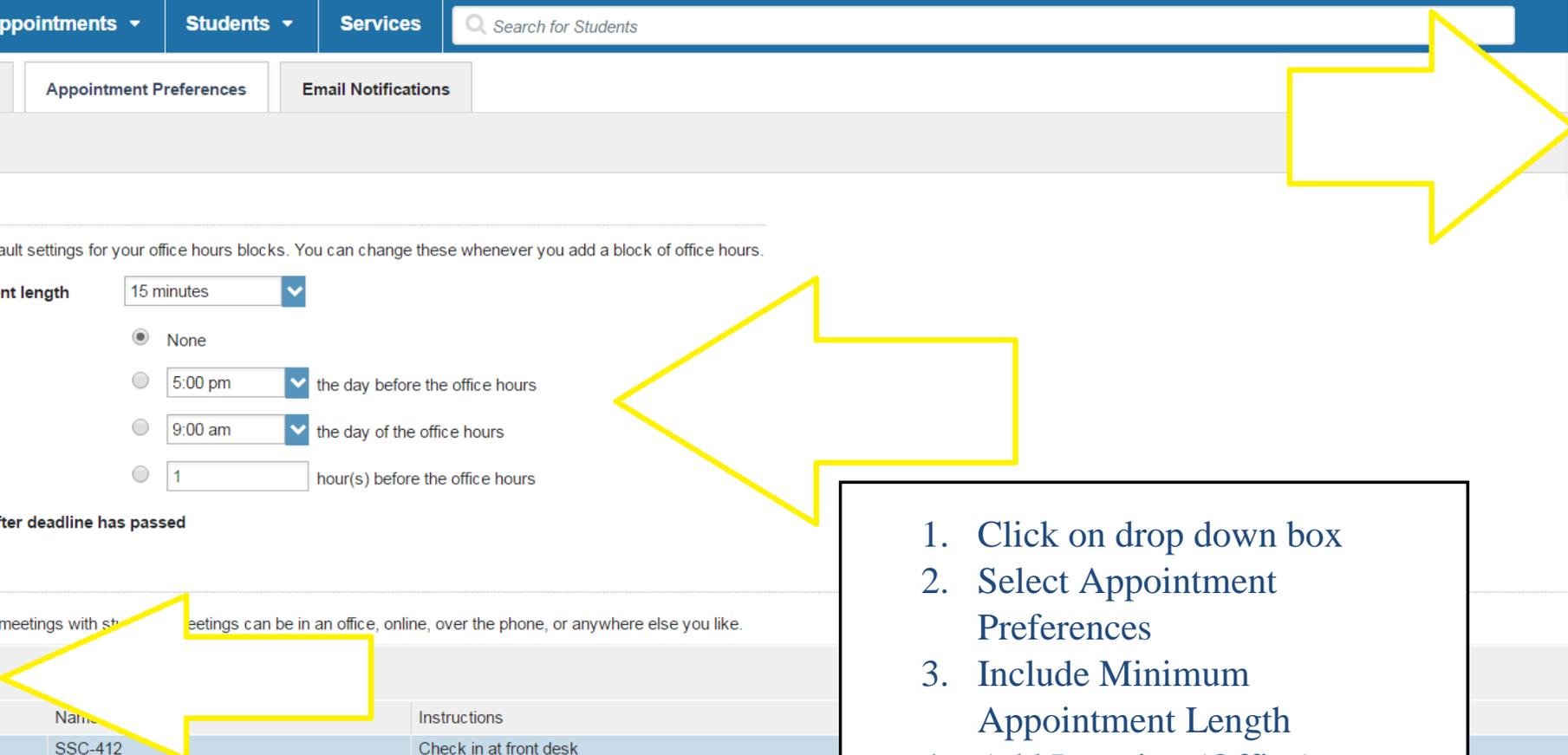
Allow drop-ins after deadline has passed

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

+ Add Location

Type	Name	Instructions
Office	SSC-412	Check in at front desk



1. Click on drop down box
2. Select Appointment Preferences
3. Include Minimum Appointment Length
4. Add Location (Office)



Home

Appointments

Students

Services

Search for Students



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

System Announcement: Welcome to

Click on appointment button

Appointments

Show Next 7 days

- A. ., Elijah: Today at [9:00 am](#) General visit
Location: SSC-412
- A. ., Elijah: Today at [9:30 am](#) FAM Program
Location: SSC-412
- B. ., Kahleya: Today at [10:00 am](#) FAM Program
Location: SSC-412

[View Calendar](#)

Recent Changes

Show All Activity Changed in Past 2

- New Appointment:** B. ., Kahleya: Today at [10:00 am](#)
- New Appointment:** A. ., Elijah: Today at [9:30 am](#)
- New Appointment:** A. ., Elijah: Today at [9:00 am](#)
- New Kudos:** A. ., Jae: Keep Up the Good Work: Today
- New Kudos:** A. ., Abibat: Keep Up the Good Work: Today

Add Appointment

Never Mind Submit

Scheduling Outcomes SpeedNotes

With

* People in * Student

* Active terms * All terms

* When

* Where

* Reason

Course

* Sharing

Permissions: P

Agbomabiwon, Abibat
aagbomabiwon618@insite.4cd.edu
1386618

Austin, Elijah
eaustin398@insite.4cd.edu
1575398

Bonilla, Anissa
abonilla0790@insite.4cd.edu
1590790

Braggs, Kahleya
kbraggs840@insite.4cd.edu
1477840

Brown, Candice
cbrown721@insite.4cd.edu
1296721

Burton, Taynay

Detailed Description

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

Select Student from drop down box

* Required fields

Never Mind Submit



Add Appointment

Never Mind

Submit

Scheduling

Outcomes

SpeedNotes

With

* People in

Active terms

All terms

* Student

Austin, Elijah

* When

08-24-2016



10:29 am

to

11:00 am

* Where

SSC-412

* Reason

Course

* Sharing

Permissions: P

FAM Program

Missed Appointment

Student Orientation

Transfer and Career Services

Course add / withdrawal

Course tutoring

Discuss grades

Discuss prior course work

General visit

Review exam or quiz

Detailed Description

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

* Required fields

Never Mind

Submit

Add Appointment

Never Mind Submit

- Scheduling
- Outcomes
- SpeedNotes

With

* People in Active terms All terms

* Student Austin, Elijah

* When 08-24-2016 10:30 am to 11:00 am

* Where SSC-412

* Reason FAM Program

Course No Course

* Sharing No Course

Accelrtd Rdng/Wrtng/Crtcl Tnkg (ENGL-095-1403-2016FA)

Detailed Description

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

[Empty text area for detailed description]

Select course

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

- Student Retention Office
- Student Services Support
- Transfer Academy
- Umoja
- CalWORKs Office

[More...](#)

* Required fields

Never Mind Submit

Add Appointment

Never Mind Submit

- Scheduling
- Outcomes
- SpeedNotes

With

* People in Active terms All terms

* Student

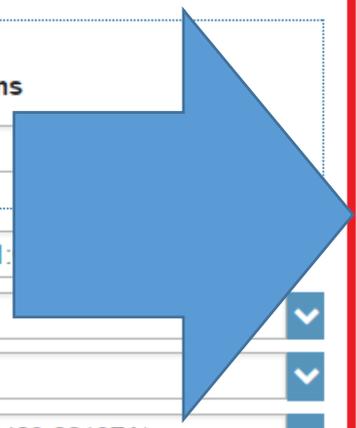
* When to

* Where

* Reason

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.

Be sure to type in here to put a general notation here for records

- Permissions:** People with the following roles may be able to see this appointment if they have a relationship with the student(s):
- Student Retention Office
 - Student Services Support
 - Transfer Academy
 - Umoja
 - CalWORKs Office
- [More...](#)



Add Appointment

Never Mind

Submit

Scheduling

Outcomes

SpeedNotes

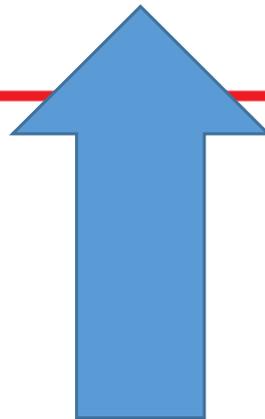
Check off the topics discussed and activities completed in this meeting.

Instructor

- Deliver (FAM)
- Design (FAM)
- Disarm (FAM)
- Discover (FAM)

**Always select FAM
Program along with
one or more of the
other options**

- Dont Settle (FAM)
- Dream (FAM)
- FAM Program





Add Appointment

Never Mind

Submit

Scheduling

Outcomes

SpeedNotes

Time 

Today to

Attendance

Student missed appointment

Do not EMAIL a copy to student as sensitive information may be included in this case note

Email

Send a copy of note to student

Comments

Comments are notes about the appointment, viewable only by you and other people with whom the appointment is shared. These notes can be edited only by you before or after the appointment for record-keeping purposes.

Remember to type in a summary of encounter here



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

- Student Retention Office
- Student Services Support
- Transfer Academy
- Umoja
- CalWORKs Office

[More...](#)



ADDING GROUP SESSIONS



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System Announcement: Welcome to Starfish - Fall 2016

Staff Dashboard

Staff Dashboard

- Office Hours
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- 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.

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					
: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: 2 out of 2 spots available

[Manage Participants](#)



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help | logout

- Office Hours
- Appointment
- Group Session
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- Scheduling Wizard

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

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:

 Gomez, Maribel
mgomez@losmedanos.edu
1100730

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
Gomez, Maribel	mgomez@losmedanos.edu	No Course	✕
K [redacted]	[redacted]@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

Gomez, Maribel

Student missed session

K

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

- | | |
|---|---|
| <input type="checkbox"/> Academic status concerns | <input type="checkbox"/> Registration for classes |
| <input type="checkbox"/> Completed degree audit | <input type="checkbox"/> Transfer credit review |
| <input type="checkbox"/> Discussion of academic goals | |

Counseling

- | | |
|--|---|
| <input type="checkbox"/> Addressed time management | <input type="checkbox"/> Discussed study skills |
| <input type="checkbox"/> Adjustment to college | <input type="checkbox"/> Learning disability |
| <input type="checkbox"/> Balancing academic goals and life goals | |

Other

- | | |
|---|---|
| <input type="checkbox"/> Discussion of career goals | <input type="checkbox"/> Review of campus resources |
| <input type="checkbox"/> Family concerns | <input type="checkbox"/> Transportation issues |
| <input type="checkbox"/> Financial aid process | |

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

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

	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



DELETING GROUP SESSIONS

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					
: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](#)

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					
: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

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

Participants
Gomez, Maribel
K

Participants Edit Outcomes **Cancel** View



ADDING MULTIPLE OFFICE HOURS

System Announcement: Welcome to Starfish- Fall 2016

Staff Dashboard

- Dashboard
- Messages
- My Success Network
- Raise Your Hand
- Courses
- Success Plans
- Degree Planner
- History

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

Appointments

Flags I'm Managing

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

* 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

These will be sent to anyone who makes an appointment.

* Required fields

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
1:00 pm					
1:15					
1:30					
1:45					
2:00 pm					
2:15					
2:30					
2:45					
3:00 pm					
3:15	<div data-bbox="458 635 917 906">Brentwood Campus + Add + Add + Add + Add</div>	<div data-bbox="1210 635 1668 906">Brentwood Campus + Add + Add + Add + Add</div>	<div data-bbox="2025 635 2484 906">Brentwood Campus + Add + Add + Add + Add</div>		
3:30					
3:45					
4:00 pm					
4:15					
4:30					
4:45					
5:00 pm					
5:15					
5:30					
5:45					
6:00 pm					
6:15					
6:30					
6:45					
7:00 pm					
7:15					

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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[Redacted]

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		25 Gomez, Maribel (3:00 pm)		+ Add
3:30	+ 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					





DELETING OFFICE HOURS



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Carla Rosas

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					
1:30					
2:00 pm					
2:15					
2:30					
2:45					
3:00 pm	Office Hours		Office Hours		Office Hours
3:15	+ Add		Gomez, Maribel (3:00 pm)		+ Add
3:30	+ 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					

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 01-29-2017 to 02-04-2017

	Mon 1/30	Tue 1/31	Wed 2/1	Thu 2/2	Fri 2/3
2:00 pm					
3:00 pm	Office Hours		Office Hours		Office Hours
4:00 pm					
5:00 pm					
6:00 pm					
7:00 pm					
8:00 pm					

Office Hours

01-30-2017 at 3:00 pm
SS4-418

Participants

Edit Cancel

- Just this one
- The entire series