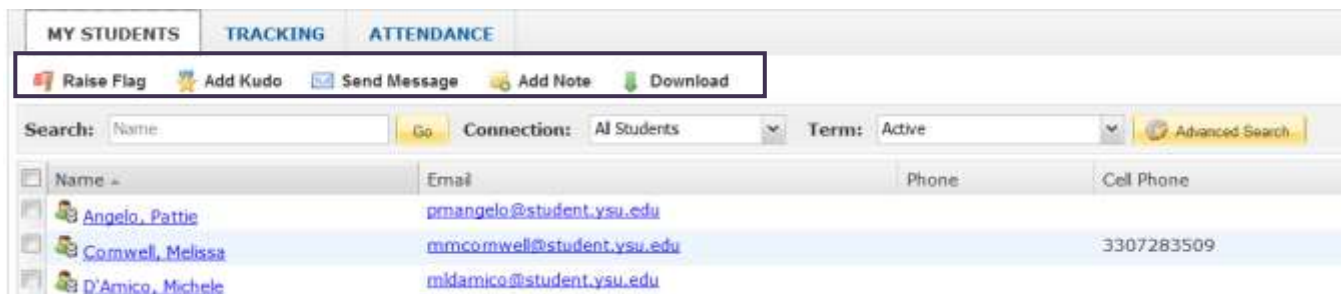


Starfish Quick Reference for Faculty

Starfish is an early warning system. It is used to communicate with students, the Center for Student Progress and other support service and to record attendance. A student file is created containing all of your notes and tracking actions. Detailed descriptions of the Starfish features are found in the **Help>Faculty and Staff>** option within Starfish on the My YSU Portal.

Starfish Actions for Students:

1. Choose the **Student** tab to view **MY STUDENTS**. (Only student who are in your class(es) are listed here.)
 - a. Narrow your student list by entering a name in the Search box, CRN in the Connections and/or term.
2. Click the checkbox to choose one or more students' names.
3. Choose an action:
 - a. **Raise Flag** to notify CSP of concern;
 - b. **Add Kudos** to congratulate a student;
 - c. **Send Message** to email a student;
 - d. **Add Note** to a student's folder or
 - e. **Download** a list with contact information.



Tracking Tab (shows all flags you raised):

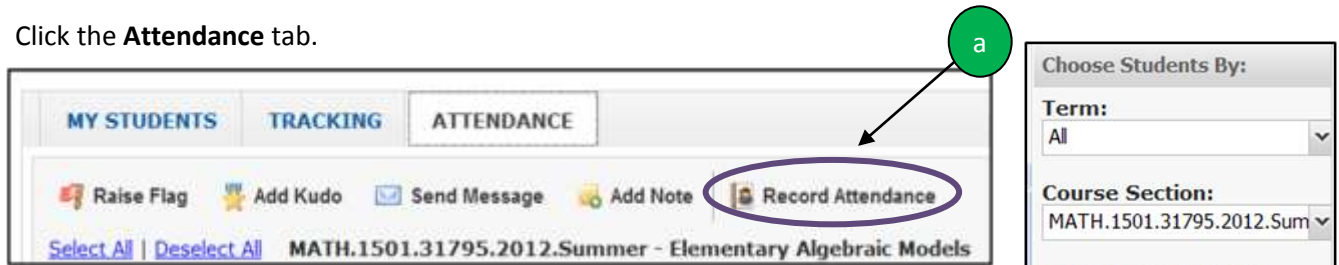
1. Click the Tracking tab.
2. Click the checkbox to choose one or more student's names. (Narrow your selection by View, Student, and Connection.)
3. Choose an Action:
 - a. **Resolve** lowers a flag
 - b. **Add Comment** creates a comment in the student file
 - c. **Send Message** to a student
 - d. **Download** your list of tracking items.



For more detailed information about Starfish, please enter Starfish on the My YSU Portal and use Help>Faculty and Staff>.

Attendance Tab:

1. Click the **Attendance** tab.



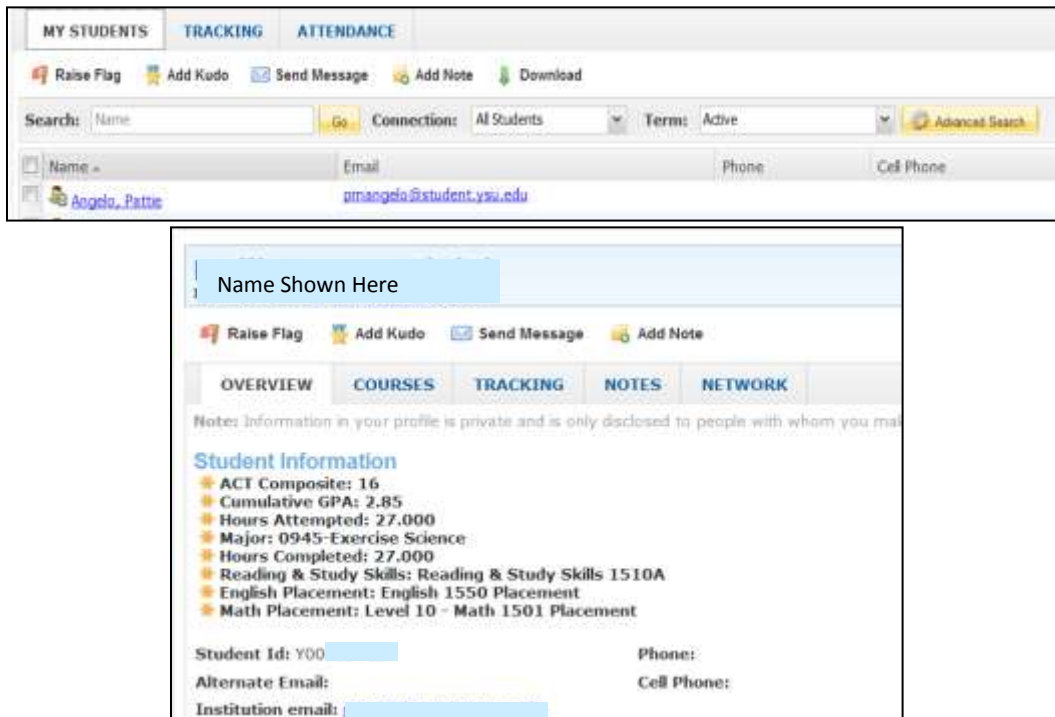
2. Record or review attendance history:
 - a. Click **Record Attendance** – shows the class listing. Select the appropriate button.



- b. Review attendance of students by clicking on the student's name or search for students using the criteria in the Search box.

View a Student's Folder:

Where a name is displayed with an underscore, there is a link to a student's file. Only information you created or have authority to see will be displayed in the student files. All actions are available when viewing a file.



For more detailed information about Starfish, please enter Starfish on the My YSU Portal and use Help>Faculty and Staff>.