

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. **NOTE:** Please contact the YSU Tech Desk at (330) 941-1595 if **Starfish** is not displayed in your menu.

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.

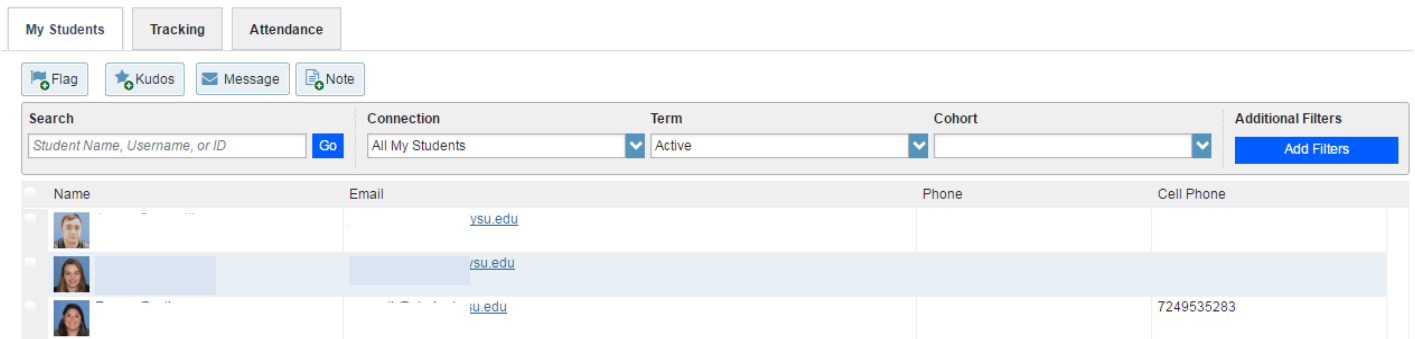


Figure 1 Student tab options

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. **Assign** for follow-up;
 - d. Add **Flag** or **Kudo** to student who is has tracking items.
 - e. Send **Message** to a student.

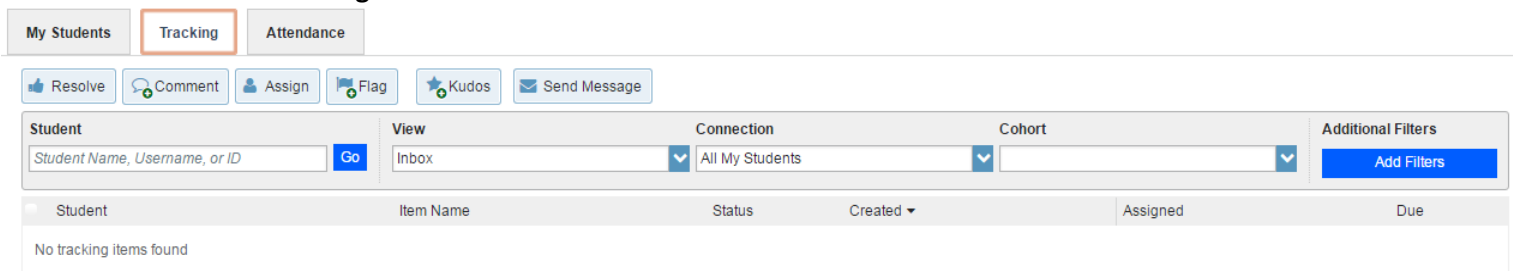


Figure 2 Tracking Tab option

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**.

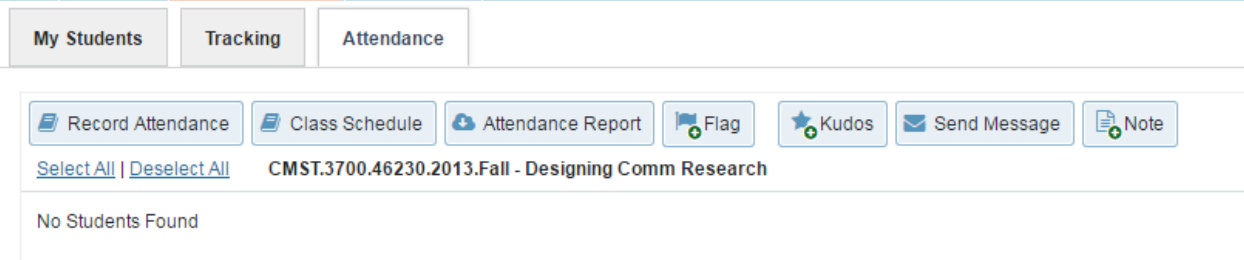


Figure 3 Attendance tab options

2. Record **Class Schedule** to establish meeting dates and times. Click Submit at the bottom of the window to confirm your settings.

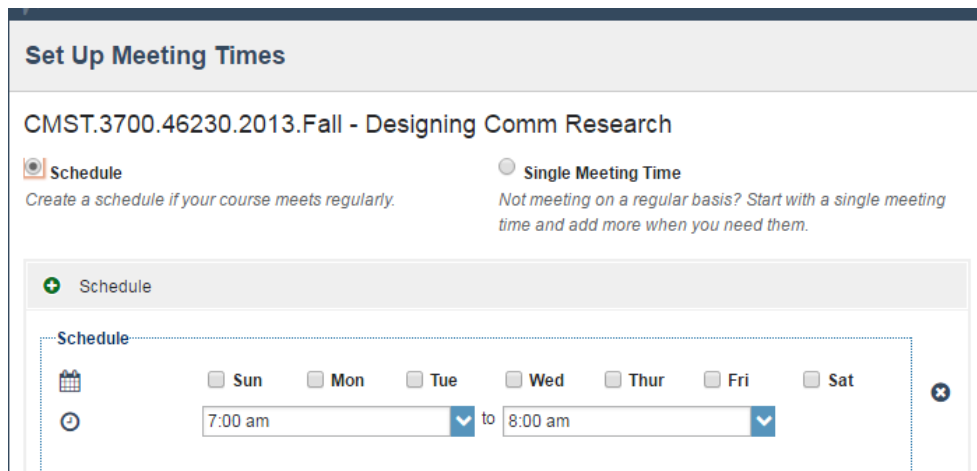


Figure 4 Set up meeting times

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

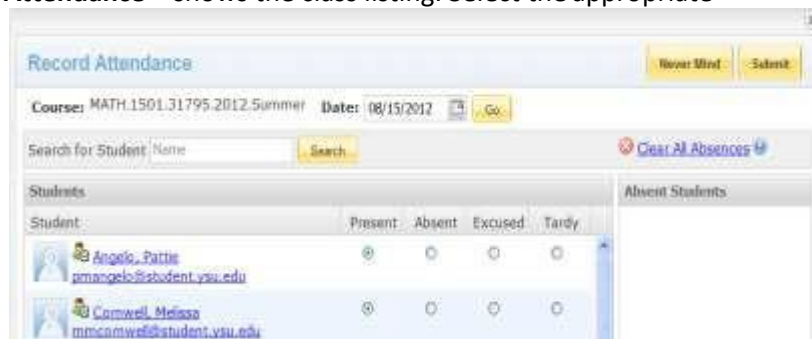


Figure 5 Record attendance by clicking radio buttons

- b. Review attendance of students by clicking on the student's name or search for students using the criteria in the Search box.
4. Click **Attendance Report** to download the attendance record in Excel.

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

5. **Filter Students by** semester, Course Section, Attendance Status, or Date.

Filter Students By

All

Course Section
CMST.3700.46230.2013.Fall

Attendance Status

Present
 Absence
 Excused Absence
 Tardy

Class Session Dates

All
 Specific Date & Time

Start to End

Start Time to End Time All Day

Go

Figure 6 Attendance Report filter

View a Student's Folder:

Click the student's name to view their folder. Only information you created or have authority to view will be displayed in the student file. All actions (Flag, Kudo, Message, Note) are available when viewing a file.

NOTE: Message will send an email to the student. **Note** will record information in your student folder.

Hover with your mouse over the thumbnail photo to view a larger photo of the student where available. **Photos cannot be downloaded.**

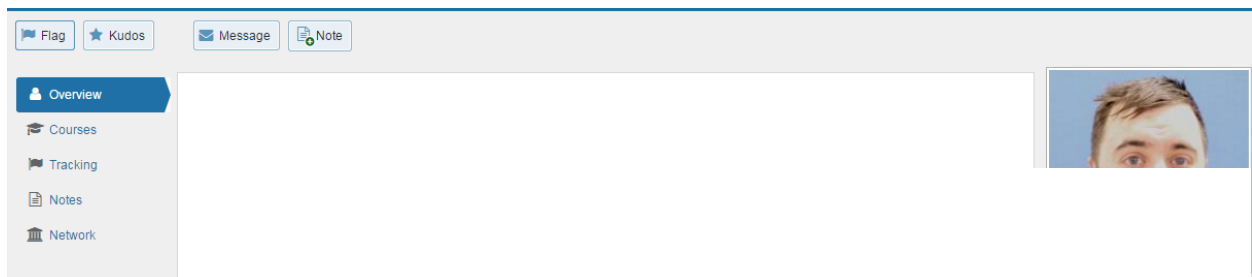


Figure 7 Student folder

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