# **STARFISH**

**Student Quick-Start User Guide** 

**Regis Online Graduate Programs** 





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#### **Starfish Introduction**

#### What is Starfish?

Starfish is a student success software system. Students use Starfish to connect to their customized success network of professors and staff and monitor their progress. Faculty and staff at Regis use Starfish to provide students with feedback on their performance, monitor their progress, and connect them to services.

#### What can Starfish Do?

Starfish allows faculty, advisors, and other staff to send messages to students raising concerns (flags) and giving them praise (kudos) about their academic performance or behavior. Advisors monitor these flags and kudos in support of their students, communicate with faculty and students through the system, and keep case notes in Starfish on their students. Faculty and other members of the community can refer students through Starfish to a variety of campus support services. Starfish also makes it easy for students to use one system for their campus appointment needs. Starfish allows students to connect to specific offices or organizations that provide support to students. The service calendars feature allows students to make an appointment with various providers at Regis.

#### **Key Starfish Features**

Students Can	Faculty and Advisors Can
View their success network	View a student's success network
Receive feedback from faculty and staff	Provide feedback and referrals to students
Connect with campus support services	Communicate with each other
Schedule online appointments	View a student's appointment, enter
	outcomes
Sync Starfish calendars with Outlook	Sync Starfish calendars with Outlook
View office hours/group sessions	Maintain office hours/group sessions
Personalize Starfish contact pic & biography	Personalize Starfish contact pic & biography

In order to make the most out of your Starfish experience, students should do the following:

- 1. Set up your Starfish profile
- 2. Be familiar with your Starfish Dashboard, which tracks upcoming appointments and feedback from your instructors.
- 3. Use your My Success Network to connect to student supports at Regis.



#### **Profile Setup**

#### To Create Your Starfish Profile

- 1. Open a browser.
- 2. Go to https://myonline.regiscollege.edu//login/index.php and log into Moodle.
- 3. Enter Moodle username and password.
- 4. Click on the **Starfish** link.



**NOTE**: You will be automatically logged into Starfish. If you receive an error from Starfish about cookies, change your browser **Accept Cookies** setting to **Always**.

If you have never logged into Starfish, this is what you will see:

₩ Home Services		Student Name too 4
Welcome to Starfish, Student Name.		
Your success is our number one priority. But, did you know that one of the best ways for you to be successful in school	is to spend time with your instructors and advisors? Believe it or not, they really are here to help you - whether to under	rstand your course material, decide which major you should pursue, or deal with a personal concern.
We want to make it as easy as possible for you to connect with the people and resources on campus that can	help.	
With Starfish, you have a convenient way to schedule the dedicated time you need with your instructors and advisors.	You can also use it to learn more about your instructors and advisors, finding common interests and backgrounds. In a	ddition, you can search your personal Success Network of resources and services that are available on campus to you.
Let's get started. Click on one of the buttons below.		
Your account does not have a timezone set. Please set your timezone by <u>aditing your profile</u> .		
Make an Appointment	Customize Your Profile	Visit the Success Network
Many of your instructors and advisors have dedicated times to meet with students. Make an appointment online at a time that works best for you.	Stand out. Make yourself known. Help your instructors and advisors put "a face to a name" by uploading your photo. You can also complete your personal bio.	We have a lot of resources here to help you be successful. The Success Network puts them in one convenient place for you, so dig in and get the support you need.
🛱 Schedule a Meeting	🕲 Upload & Photo	Q search for Services.
Show me this welcome page next time I login to Starfish.		

- 1. Click your name in the top right corner of your Starfish Home page to open your profile.
- 2. Click on profile. Please upload a photo and fill in a phone number that could be used as a contact number. NOTE: Your login and institutional email should already be visible. That information can not be changed by individual users.



						_
X	Home	Services			Student Name	logout
			FERPA standards protect stud	Sent data.		
			Student Name Contact Information	[Last login: undefined]		
			Login			
			Institution Email			
			Phone			
			Cell Phone			
	Upload P	hoto	Video Phone			
			Time zone	(GMT-05:00) Eastern Time		~
				Display all time zones		
			Weekly Updates Send me a weekly statu	s update about My Success Network		
			Reminder Preferend	ces		
			Email me 15	v minutes before the start of an appointment		
			Email me at 8:00 am	C the day of an appointment		

3. Click on the Home tab in the upper left hand corner to return to your Starfish Home tab.

#### Home Page

On the left hand side of the **Home** page are 6 labeled icons. The tabs most frequently used at Regis are **Dashboard**, **Messages**, **My Success Network** and **Courses**.

#### Dashboard

	2 Dashboard			Display hidden items
Dashboard	TUESDAY		TODAY	
Messages		No items scheduled today. Enjoy your dayl		chere are currently no open tierts in need of your attention. Check back otten for updates.
My Success Network	1	Load more		
Courses				
Plans				
<b>D</b> History				

1. Your **Dashboard** displays upcoming appointments and date-based tasks on the left to help you plan your week. The right hand column of your **Dashboard** highlights items that require your attention and may include alerts related to your class work, recommended referrals, and kudos from your instructors.



#### <u>Flags</u>

Instructors can raise Academic Progress flags that inform students of their performance in a particular class. These Flags show up on a student's dashboard in the upper right hand corner. Each flag includes a raise comment written by the instructor that informs the student of the academic concern.

Reademic Progress Alert: Currently or In Danger of Failing	HIDE
<ul> <li>Raised by Instructor</li> <li>Assigned to Instructor</li> <li>5 Days Old</li> </ul>	
<ul> <li>Class Name (Class Number)</li> <li>This student has not uploaded their last 2 homework assignments, and got a 63 on the last midterm.</li> </ul>	-

🛤 Academic Underperformance	HIDE
Raised by Instructor	
🛗 6 Days Old	
🔁 Class Name (Class Number)	
She only earned a C- on her most recent lecture exam.	-

In addition, instructors can raise an **Attendance Concern** flag which if a student has not logged in to a course after a period of a few days.

#### <u>Kudos</u>

Instructors and advisors can recognize academic successes through creating **Kudos**. Similar to flags, **kudos** show up on a student's dashboard in the upper right hand corner. Each **kudos** includes a raise congratulatory comment written by the instructor or advisor.





#### **Referrals**

Instructors wil raise a Smarthinking **Referral** flag for students who could benefit from additional support. Similar to flags and kudos, a **Referral** will show up on a student's dashboard in the upper right hand corner. If a student receives a referral, he or she should follow through with the referral. If you have any questions about the referral, please contact the person who created the referral. Their contact information can be found by hovering over their name.



#### Messages

Messages contains emails sent through Starfish.



#### **My Success Network**

The **My Success Network** tab is displayed by default on your Home page when you log into Starfish. It displays a personalized list of the people and resources that are available to assist you. For each person or service listed you will find contact information and supporting links.



Home	Services		Student Name logout
-	1 My Success Network		
Dashboard	Q Search	5	how services and people in this term *
Messages My Success	The Learning Commons: Health Sciences and Nursing Support Services  731-188-7542  and having tradicolarge edulated microlarge thealth-futuring stm	Ø Monday-Thursday 2 pm − 7 pm, Friday 12 pm − 2 pm	SERVICE
Courses	The Learning Commons. Humanities and Social Sciences Support Services V141-16947567 Services Services Inter/Investmentationage.edu/academics/beer-futuring-support.cfm	Schedule Accontinent     O Varies	SERVICE
History	The Learning Commons: Quantitative Support Services           V31:198-752           Sack Mark (Reitoraciono.edu)           Intru //www.regozoologo.edu/academics/o-center.cfm	Ø Monday-Thursday 2 pm − 7 pm, Friday 12 pm − 2 pm	SERVICE
	The Learning Commons. Smathinking	Ø 24 hours a day!	SERVICE
	Advisor Name Creations Advisor Instructions Advisor Instructions and Ad	Advisor Name Regis Christiane Counselor advisor email@registrollege.sdb advisor.email@registrollege.sdb advisor.email@registrollege.sdb	

#### Courses

The **Courses** tab is displayed by default on your Home page when you log in to Starfish. This channel lists each course you are enrolled, along with contacts.

Services		Student Name	logo
Courses	2018		
Class N	lame (Class Number)		_
CREDIT HOURS	NETWORK  Instructor Name  Instructor Name  Contractor scheduling not available  Instructor Name  Instructor Name I		
Class N	lame (Class Number)		
CREDIT HOURS	Instructor Name C. Instructor Phone # C. Instructor analigner stockloge edu Drinne scheduling not available		INSTRUCTOR
	Courses Summer 16WK-C Class N CREDIT HOURS CREDIT HOURS 3	Courses Summer 1904x-C2018 Celcass Name (Class Number) Celcass Name Celcass Name (Class Number) Celcass Name (Class Number) Cel	Counter HONE-C2018 Exerver HONE-C2018 Cetter HOURS Cetter HOURS Cett

#### Scheduling Appointments

From the Home tab, select **My Success Network** for a list of the faculty/staff in your success network. If the faculty/staff member has activated online appointment scheduling through Starfish, you will be able to click **Schedule Appointment**, which will take you to their calendar. The instructor's availability is represented by bolded dates in the calendar located in the top left corner. Click **Sign Up** to schedule an appointment.



K Home Appointme	ents - Stude	nts + Services + Admin	Q Search for Students		Laura Hidden + help   logout
April 2018 - + S M T W T F S	C Office Hours	s Appointment Scoup Sessi	on Reserve Time Scheduling Wizard		
8 9 10 11 12 13 14 15 16 17 18 19 20 21	Agenda	Day Week			Mon, 04-30-2018 ( )
22 24 25 26 27 28	8.00 am				
	10				
Totay	45			0	Office Hours
Rhdsst/d	9:00 am	O Sign Op			
	15	O Sign Up			
	30	O Sign Up			
	-05	O Sign Up			
	10:00 am	O Sign Up			
	15	O Sign Up			
	29	O Sign Up			
	46	O Sign Up			
	11.00 am				
	35				
	30				
	46			0	Office Hours
	12:00 pm	O Sign Up			
	15	Sign Up			
	30	O Sign Up			
	出告	O Sign Up			
	1:00 pm	O Sign Up			
	15	Sign Up			
	20	O Sign Up			
	:45	O Sign Up			

Select the **Reason** for the appointment from the drop-down list and fill in the required fields and then select **Submit**.

5°		
Add Appointm	ent	Nover Mind Submit
With	Scoteman, Scotty	
<ul> <li>Reason</li> </ul>		0
Course	Change Major	
	Course Withdrawai	
Select a reason in on	ber 5 Discuss Grades	
When	First-Year Advising	
Duration	General Advising Visit	
• Where	Graduation Requirements	
	Internship Information	
Details	Major Selection	
Explain in detail what y	Registration Planning	
	Seek Career Advice	
	Study Abroad	
	Tutoring Options	-
	Withdrawal from PC	

#### To Cancel An Appointment

The scheduled appointment will show up on your dashboard under the Home tab. Click on the **X** in the top right corner of the appointment notification. Enter the reason for the cancellation in the **Cancel Appointment** pop up box and click **Submit**.



#### Additional Resources

#### To contact me directly:

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For questions on Starfish, please email academicadvising@regiscollege.edu