

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

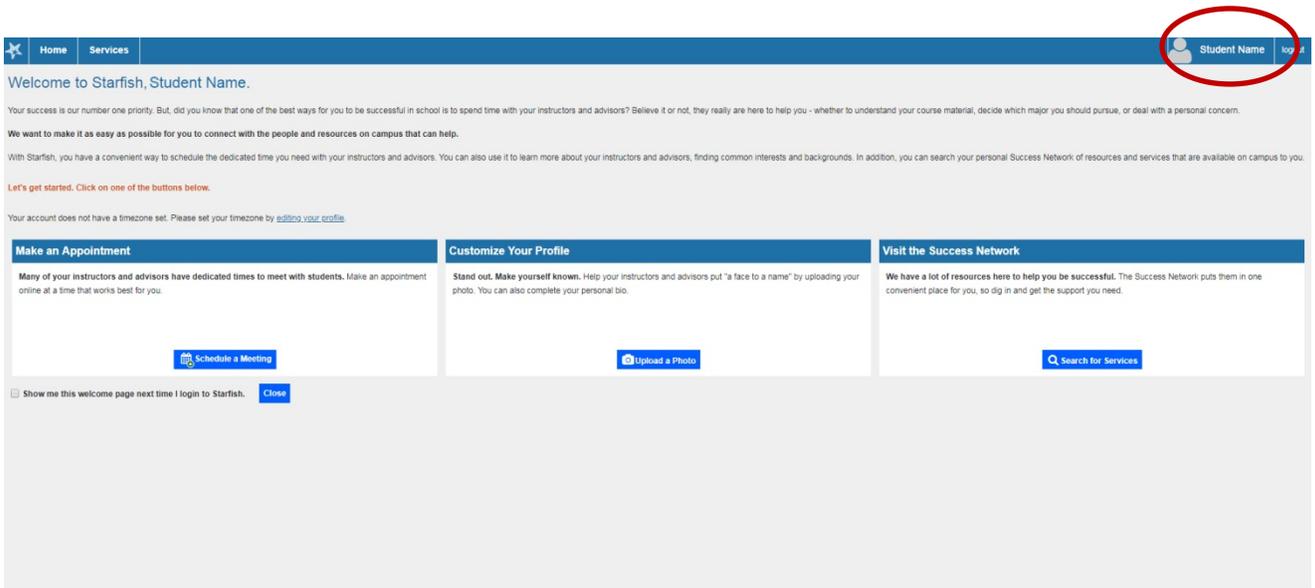
To Create Your Starfish Profile

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.

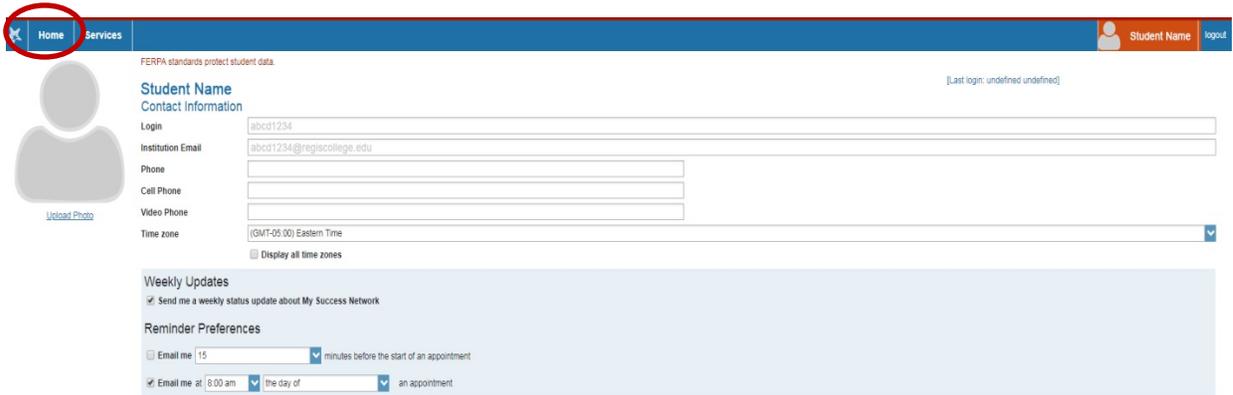


NOTE: You will be automatically logged into Starfish. If you receive an error from Starfish about cookies, change your browser **Accept Cookies** setting to **Always**.

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



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.



FERPA standards protect student data. [Last login: undefined undefined]

Student Name Student Name [logout](#)

Student Name

Contact Information

Login:

Institution Email:

Phone:

Cell Phone:

Video Phone:

Time zone: (GMT-05:00) Eastern Time
 Display all time zones

Weekly Updates

Send me a weekly status update about My Success Network

Reminder Preferences

Email me minutes before the start of an appointment

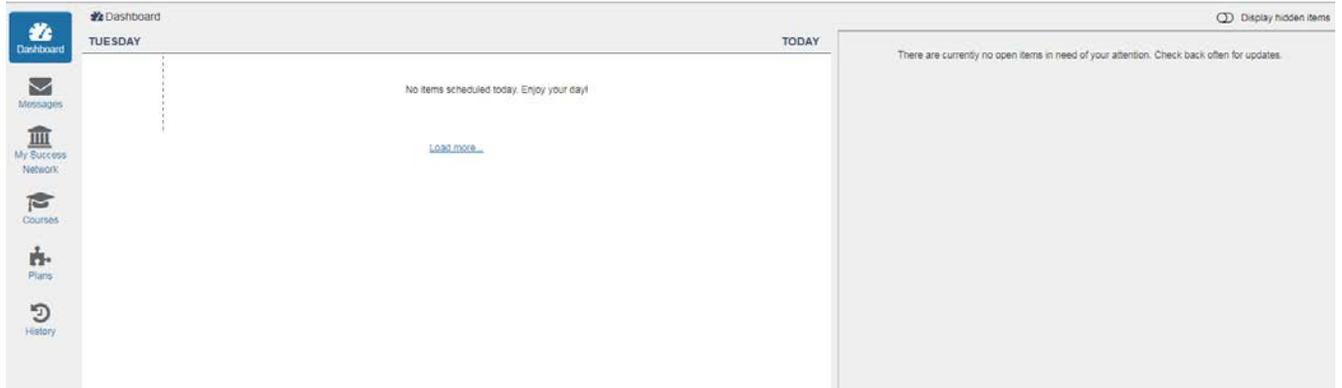
Email me at the day of an appointment

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



Dashboard Display hidden items

TUESDAY TODAY

No items scheduled today. Enjoy your day!

[Load more...](#)

There are currently no open items in need of your attention. Check back often for updates.

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.

Flags

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.

 **Academic Progress Alert: Currently or In Danger of Failing** HIDE
 Raised by [Instructor](#)
 Assigned to [Instructor](#)
 5 Days Old
 Class Name (Class Number)
 This student has not uploaded their last 2 homework assignments, and got a 63 on the last midterm. ▲

 **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.

Kudos

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.

-  Keep Up the Good Work
-  Outstanding Academic Performance
-  Showing Improvement

Referrals

Instructors will 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.

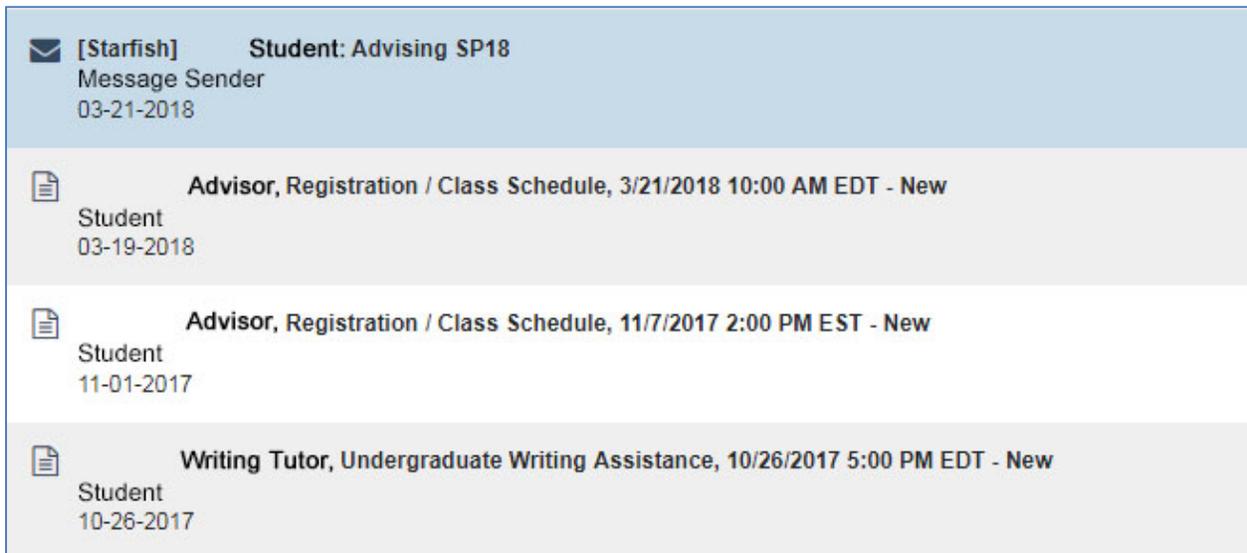


Smarthinking

- Added by [Laura Hidden](#)
- Added Today
- Educational Research Seminar (ED-610-01-18SP)
- Please access Smarthinking 24/7 tutoring services for course assistance.

Messages

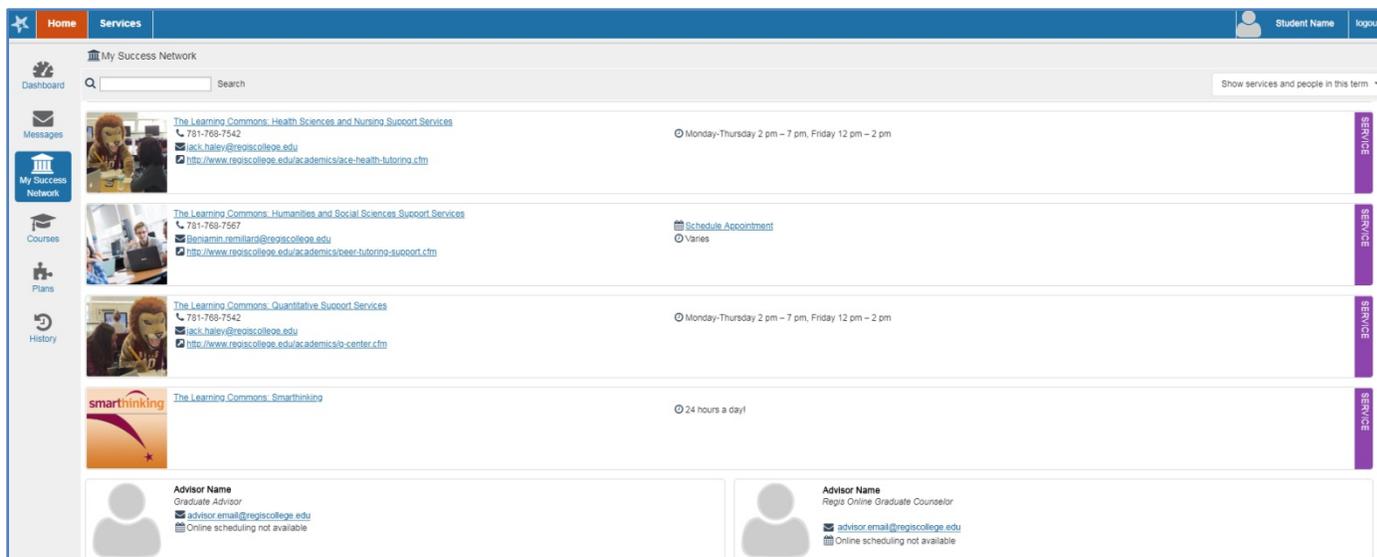
Messages contains emails sent through Starfish.



- [Starfish] Student: Advising SP18**
Message Sender
03-21-2018
- Advisor, Registration / Class Schedule, 3/21/2018 10:00 AM EDT - New**
Student
03-19-2018
- Advisor, Registration / Class Schedule, 11/7/2017 2:00 PM EST - New**
Student
11-01-2017
- Writing Tutor, Undergraduate Writing Assistance, 10/26/2017 5:00 PM EDT - New**
Student
10-26-2017

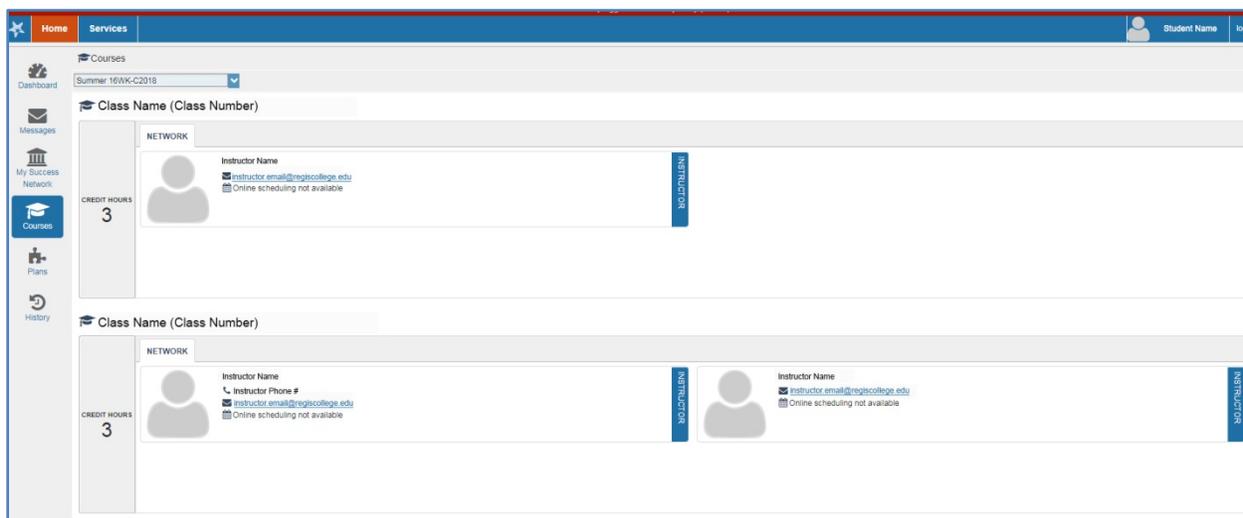
My Success Network

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.



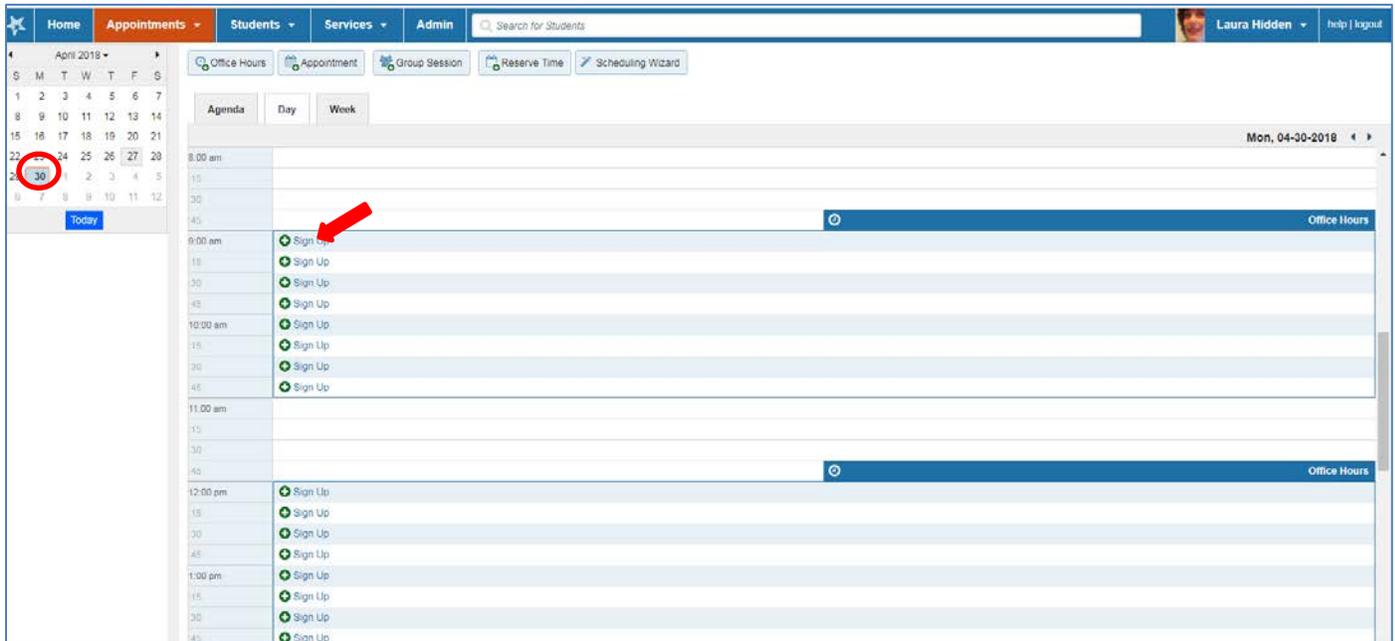
Courses

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.

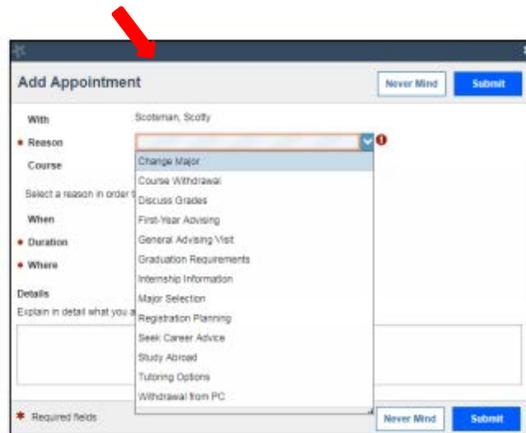


Scheduling Appointments

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.



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



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