Welcome to Starfish®

Starfish gives you a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware. It also allows your students to easily book an appointment with you or someone else who can help.

Getting started is easy. Accessible through your existing systems (often your Learning Management or Student Information system), Starfish will automatically display all students that you have been assigned or are enrolled in your courses.

You can access Starfish from your MCC Portal /MCC at Oakhurst or Canvas page.

From there, you can raise flags about students, review flags that have been raised about your students, and provide additional information

This guide highlights the steps for completing four common tasks in Starfish:

Setup your Profile

Some of your profile, such as your contact information, is imported from your LMS or SIS.
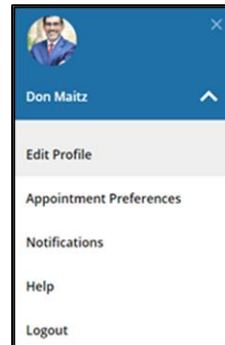
1. Click on your name in the Top Navigation bar and select the **Edit Profile** tab.

2. Help students put a face to your name by using the **Upload Photo** link beneath your existing photo or placeholder to upload a photo.
Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.


3. Select the **Preferred Login Page** from the dropdown.

4. View and update your **Contact Information.**

5. Double check that the **Time zone** selected matches your time zone. This time zone will be used when including appointment times in emails from Starfish.

6. Add information to the **About** section to let students know a bit more about you.
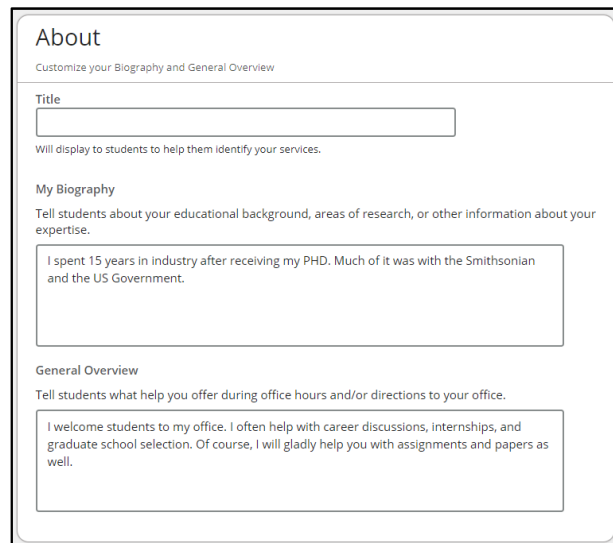This information displays to students who can make appointments with you in Starfish.
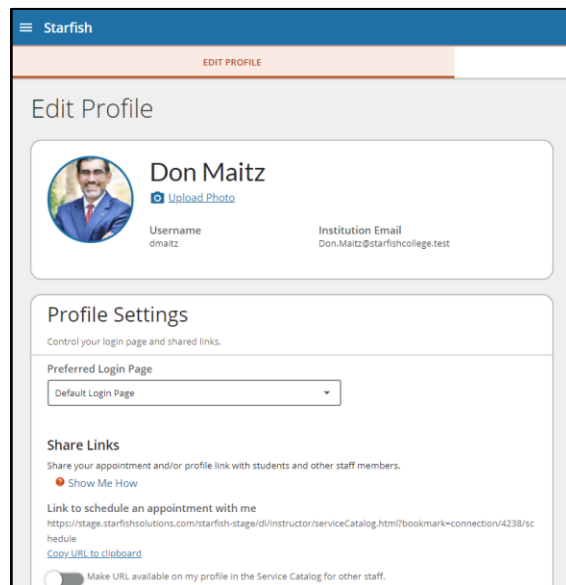
7. Click the **Submit** button to save your changes.

Notes: For more information and additional reference you may find the following videos helpful:

- Update your Starfish Profile
- Update your Email Notifications

## Respond to a Progress Survey for students in your courses

You will receive an email reminder when there is a new survey for you to complete. Each individual survey presents a student roster for one course section on whom you can raise flags.

1. Select the progress survey link on your Starfish **Home** page to go the **Progress Surveys** tab. (only visible when you have active surveys).
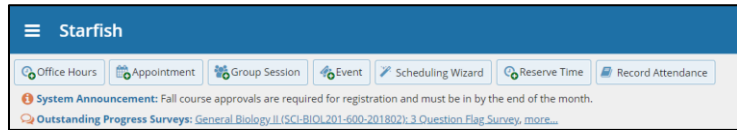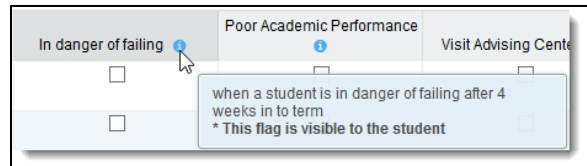

The selected survey opens, listing your students on the left, and items you may raise across the top.

2. Check the box for each desired item/ student combination.
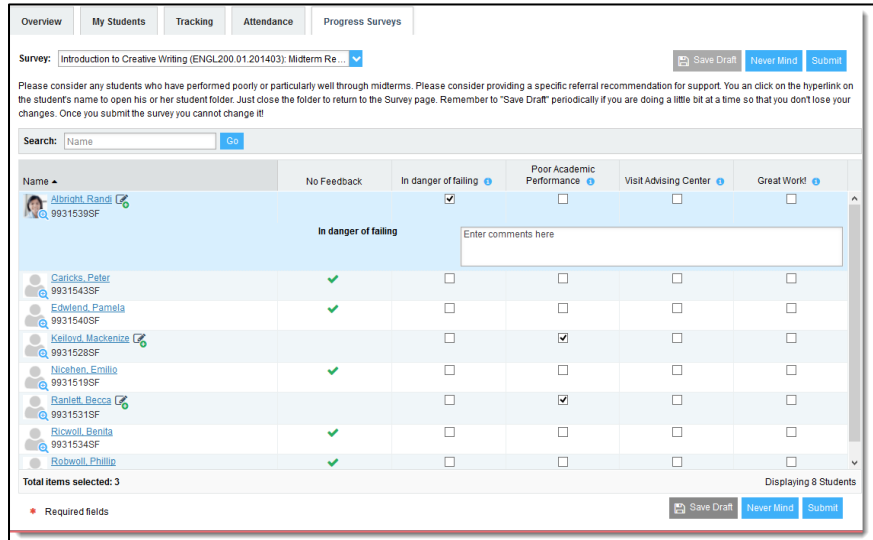
Click the comments icon () to open a text box for your notes.

Click the information icon () associated with an item to verify whether the student can view the flag and related comments.

3. Click the **Submit** button **only** when you are finished providing feedback. The items you selected will be raised on your students when you submit the survey.

| Important |
| --- |
| Once you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you are not ready to submit your survey. |

Notes:

You may be asked to submit more than one course survey if more than one of your courses has been included in the survey plan for your institution. They will be listed in the drop-down menu on the **Progress Surveys** tab.

Watch the Respond to Progress Surveys video for a demonstration of this feature.

Raise a Flag on one of your students

When you have a concern with a student, raise a flag, to-do, or referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

1. Click on the **Students** navigation item to see your list of students.

2. Find the desired student by typing the name into the **Search** box.
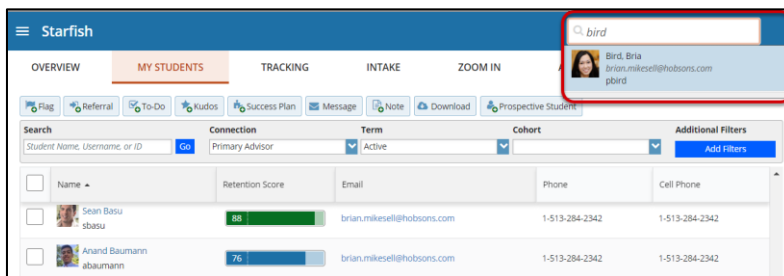
3. Click on the student's name to bring up the **Student Folder**.


4. Click the **Flag** button.
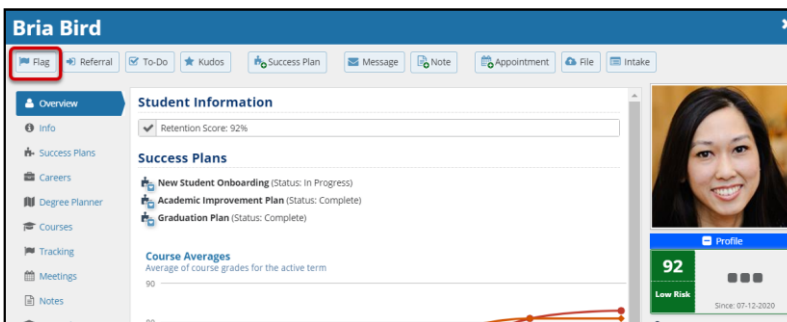
   A list of flags that you have permission to raise on this student is displayed.

5. Select the desired **Flag** from the list.

6. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box.

7. Click the **Save** button.

Notes:

The **Student View:** indicates whether the student can view the flag and the notes you include in the **Comment** box.

The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.
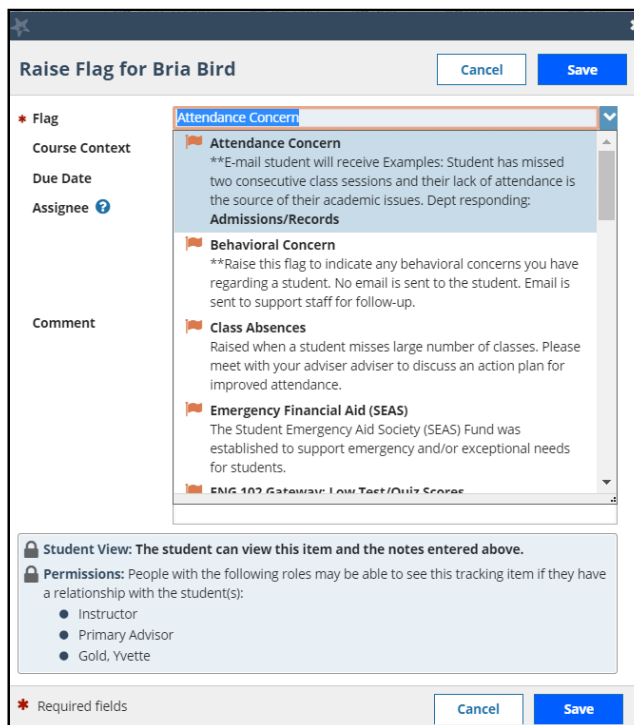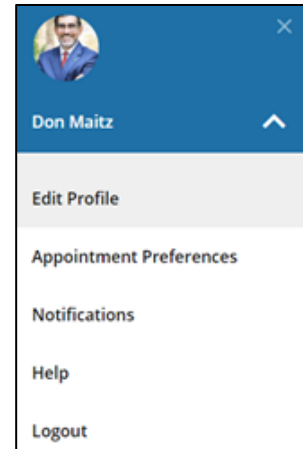
Frequently Asked Questions

How do I change how I am emailed by Starfish?

Starfish will email you a calendar item for each appointment and a summary of flag activity for your students. Use the **Notifications** tab of your **Profile** to modify details of how and when you receive these notifications. For more information see:

- [Updating your Profile](#)

How do I get more detail on a student?

Click the hyperlink associated with the student's name wherever you find it to reach the **Student Folder**. (e.g. in the student list, on an appointment, or in a progress survey).

How do I find information about the flags raised on my students?

The Tracking tab within the Students area lists the tracking items that have been raised on your students. Use the filters provided to filter your list based on your connection to the students. For example, you can filter to your role as advisor vs. your role as instructor, or as an instructor to one of your specific course sections.

You can also go into the individual Tracking tab of any Student Folder to look at details of flags raised on that student. The details of what you see are based on your relationship to the student(s) and the privileges granted to your role.