




STARFISH TIMELINE FOR FACULTY




Before the start of the semester

- Log into Starfish and create/edit your profile
- Give Starfish access to your Outlook Calendar (see back for details)
- Set up office hours in Starfish




Weeks 1-3

- Week 2 - Complete Attendance survey
-  Make appropriate referrals
-  Raise manual flags
-  Send Off to a Good Start Kudos



Weeks 4-6

- Week 4 - Complete Early Academic Progress Survey
-  Make appropriate referrals
-  Raise manual flags
-  Send Kudos





Weeks 5-7

-  Make appropriate referrals
-  Raise manual flags
-  Send Kudos

Weeks 8-10

-  Make appropriate referrals
-  Week 8 - Midterm flags automatically raised
- Set up Advising day hours
- Week 10 - Complete Late Academic Progress Survey

Weeks 11-15

-  Week 12 - Send Finish Strong Kudos
-  Make appropriate referrals
-  Raise manual flags
-  Week 14/15 - Send Congratulations Kudos for finishing the course



I NEED HELP

Students can raise their own flag at any time to signal they need assistance.



Automatic Flags will be sent to students who have not logged into Blackboard.

PURPOSE: Starfish is a communication tool that supports student success and retention at MVCC. The goal of Starfish is to identify students who may be experiencing academic and/or personal challenges in order to provide them with the necessary resources for success as well as recognize students for their academic achievements and encourage/reinforce positive behaviors.

STARFISH QUICK REFERENCE GUIDE

Connect your Outlook Calendar to Starfish

OUTLOOK:

- Log into outlook and go to your Calendar
- Click Share Calendar Icon
- Add starfish@mvcc.edu to the To: line
- Click the drop down arrow under details to select Full Details
- Click Send

STARFISH:

- Log into Blackboard and click on starfish tab
- Click the three line menu and click on your name
- Select Email notifications
- Check the box that states "Read busy times from my external Exchange calendar"
- Click Submit (it may take up to 10 minutes to populate Exchange items in Starfish)



FLAGS

Notify students of academic issues related to a specific class they are enrolled in.

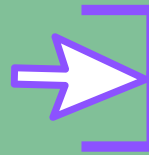
Attendance Concern - Student has been absent without contact or is nearing attendance policy limits.

Low Test Score - Student displays low academic performance on a test.

Missing Work - Student has outstanding assignments or shows unusual pattern of completion.

No Show - Student never attended or participated in class.

Unprepared - Student demonstrates they have not prepared for the course as asked to.



REFERRALS

Allow students and other support services to connect to help resolve issues.

Career Services - Career counseling, resume development, employment opportunities on/off campus.

C3 - Assistance with housing, food, transportation, child care issues and more.

Transfer - Assistance with school searches, applications and timelines.

Tutoring - Assistance with academic course content, writing skills, and math skills.

Student Support Advisor - Registration, withdrawals, academic study skills, college processes, advisement, and general questions.



KUDOS

Recognize students for a specific accomplishment by giving them positive reinforcement.

- Congratulations on finishing
- Engaged in Class
- Finish Strong
- Grades are starting to improve
- Great Participation
- Keep up the Good Work
- Job Well Done
- Off to a Good Start
- Your Extra Effort Shows



TO DO

Help students stay on track with specific actions they may need to take to accomplish a task or goal.

- Meet during Office Hours
- Meet with Your Student Support Advisor
- Meet with your Faculty Advisor
- Register for Next Semester
- Review Academic Plan
- Set Up Starfish Profile

NEED SUPPORT? Contact the Dean of your School.

8/20/20