



Starfish Faculty User Guide

Prepared by: Becky Weaver and
Susan Johnson of
Fox&Weaver Consulting

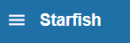


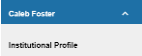
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Profile Setup

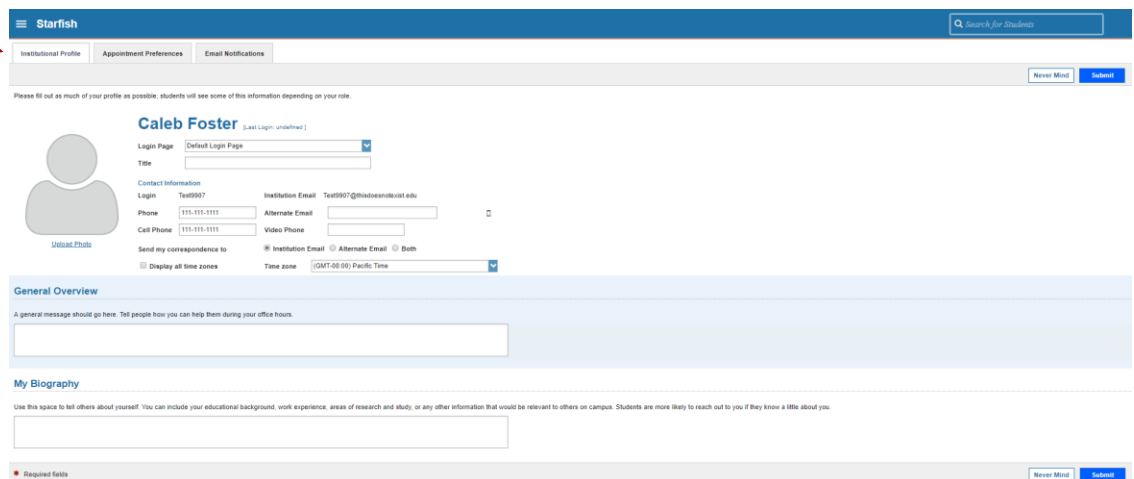
Upon entering Starfish for the first time, the image below is likely what you will see displayed. If not, just click on the “hamburger”  in the upper right hand corner and then select institutional

profile  to access your profile.

Institutional Profile

The first tab displayed is the Institutional Profile. Here you can update the information you wish to display to students within Starfish. Make sure you update your title as your role in

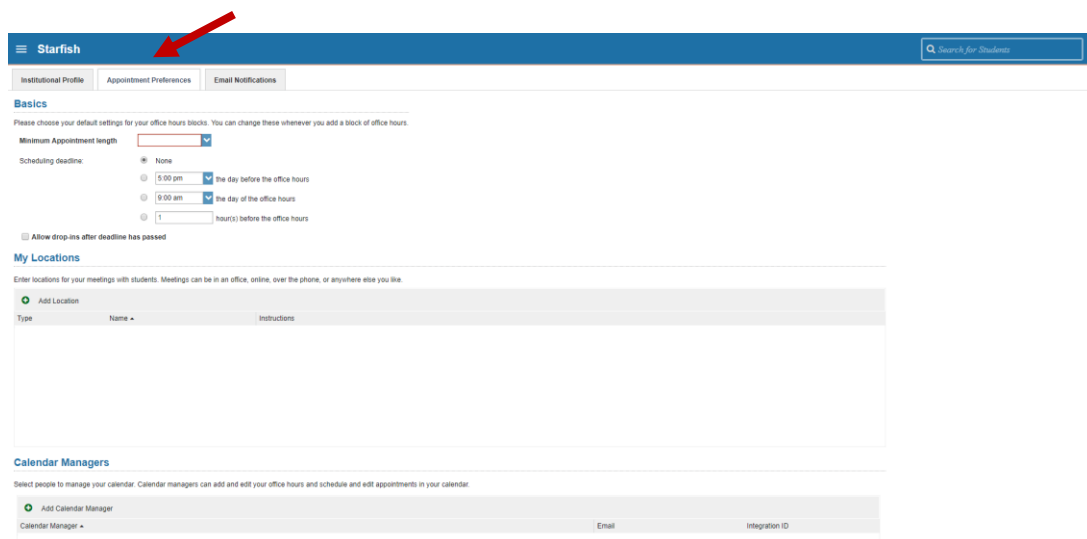
Starfish will display by default if you do not have a title entered in Starfish.



The screenshot shows the Starfish web interface. At the top, there is a blue navigation bar with the Starfish logo and a search bar. Below the navigation bar, there are three tabs: 'Institutional Profile', 'Appointment Preferences', and 'Email Notifications'. The 'Institutional Profile' tab is selected. The main content area is titled 'Caleb Foster' and includes a profile card with a placeholder for a photo and a 'Update Photo' link. The profile card displays contact information: Login (Test0907), Institution Email (Test0907@hawaii.edu), Phone (111-111-1111), and Cell Phone (111-111-1111). Below the profile card, there is a 'General Overview' section with a message box and a 'My Biography' section with a text area. The page also includes a 'Required fields' indicator and 'Never Mind' and 'Submit' buttons.

Appointment Preferences

Basics - If you decide to set up your office hours for students to see in Starfish, and you allow them to book appointments with you through Starfish, this is where you begin to specify how those appointments will be controlled.



Starfish

Search for Students

Appointment Preferences

Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length:

Scheduling deadline:

- ☐ None
- ☐ 5:00 pm the day before the office hours
- ☐ 9:00 am the day of the office hours
- ☐ 1 hour(s) before the office hours

☐ Allow drop-ins after deadline has passed

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

Add Location

Type	Name	Instructions

Calendar Managers

Select people to manage your calendar. Calendar managers can add and edit your office hours and schedule and edit appointments in your calendar.

Add Calendar Manager

Calendar Manager	Email	Integration ID

My Locations - You will need to create at least one location to present an appointment calendar through Starfish. Click on Add Location and enter the information you wish to display to students.

Calendar Managers - A Calendar Manager is another person that you will allow to manage your calendar. This person will be able to add and cancel appointments as well as add notes/outcomes. You can manually add a Calendar Manager through this form.

Email Notifications

This form allows you to select how and when you will receive notifications for Appointments, and Tracking Items. All these notifications will be for items that are also displayed within Starfish.

Starfish

Institutional Profile

Appointment Preferences

Email Notifications

NOTE: If you do not receive Starfish email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist Starfish emails if this is the case.

Appointments Notifications

Planning Reminders

☐ send me a separate email reminder for each appointment
☐ send one email reminder with all appointments
☒ don't send me an email reminder

Send Planning Reminders: 9:00 am the day of the appointments

Appointment Alerts: ☐ Send me an email 15 minutes before the start of an appointment

Send me an email with a calendar attachment for every:

☒ change to my appointments
 ☒ change to my Office Hours/Group Sessions

Summary Emails

Send me a summary email of all tracking item and appointment activity:

☒ Daily at 2:00 am
☐ Weekly on Monday at 9:00 am

Tracking Item Notifications

Send me an immediate email whenever:

☐ an item is raised
 ☐ an item is cleared
 ☒ an item is assigned to me

You may be notified of tracking items raised for the following rules created by the administrator. Note that for rules with emergency notifications, your personal notification preferences will be overridden and you will always be notified immediately when a tracking item is raised for that rule.

Name	Category	Description
International Student Center Referral	ACADEMIC: REFERRAL	Use this to refer an International Student to the Office of International Education for assistance with matters that may affect their Visa status.
Library Referral	ACADEMIC: REFERRAL	Use this to refer a student to the Library to build research competency and information literacy skills.
Attendance Concern	ACADEMIC: FLAG	Raise this when a student isn't attending class regularly.
Career Center Referral	ACADEMIC: REFERRAL	Use this to refer a student to the Career Center for guidance with career pathways, transfer options, and job seeking skills.
No Show	ACADEMIC: FLAG	Use this flag to indicate that a student has never attended your class.
Urgent - Raise Your Grade	ACADEMIC: FLAG	Raise this when a student is in danger of failing a course.
Missing/Late Assignments - Third Occasion	ACADEMIC: FLAG	Raise this flag when you've already seen a student twice to discuss missing or late assignments and it is continuing to be an issue you'd like to escalate to Early Alert Counseling.
Tutoring Referral	ACADEMIC: REFERRAL	Use this to refer a student to the Learning Resource Center for tutoring services.

Anytime you wish to exit a screen without committing any of the changes you have made, simply click the 'X' in the upper left-hand corner or select 'Never Mind'. If instead you do want to commit your changes/updates, you must choose 'Save' or 'Submit' (depending on the screen it will be one or the other.)

Finding Your Students

1. Select 'Students' from the top navigation
2. Under Connection, select the relationship you have with the students you need to work with.
3. If you desire to filter this group down to a specific cohort, you may use this drop down
4. You can use additional filters to narrow your search even further

The screenshot displays the Starfish application's 'Students' page. The top navigation bar includes the 'Starfish' logo and a search bar labeled 'Search for Students'. Below this, a series of tabs (My Students, Tracking, Attendance, Progress Surveys) and a row of action icons (Flag, Referral, Kudos, Success Plan, Message, Note, Download) are visible. The main content area features a table with columns for Name, Email, Connection, Term, Cohort, Phone, and Cell Phone. A dropdown menu is open for the 'Connection' column, showing a list of roles and terms. A red arrow points to the 'Additional Filters' button in the top right corner. Another red arrow points to the 'Additional Filters' modal window, which is open and displays various filter options such as 'Tracking Items', 'Cohort', 'Term', 'Connection', 'Section(s)', 'Organization(s)', and 'Special Populations'. The bottom of the page shows pagination information: 'Page 1 of 1' and 'Total items selected: 0'.

5. Finally, you can Add Filters to reduce this population even further
6. When you choose 'Add Filters' on the form above, you will see this window displayed.
7. Click on 'Attributes' in the bottom left
8. Click 'Add Attribute'
9. From the dropdown select the attribute you would like to filter on

Do not use the 'Term' drop down on this screen. None of our attributes have been built for a specific term. All attributes are current condition on the student.

10. Most attributes are either true/false type (e.g. a student is either a First-Year student or not) or a type of a string (e.g. a student has a Meta Major of 'Business').
 - a. If the attribute is a true/false type, then select 'Assigned to Student' if you want the students WITH the attribute, and 'Not Assigned to Student' if you want the students WITHOUT the attribute.
 - b. If the attribute is a string type, then under Specific Value select or enter the value you desire such as 'Business' for Meta Major.

*Always remember that Starfish will be in the state you left it in the last time you used the tool. If you log into Starfish and do not see the students you are expecting, make sure you are on the **correct tab** and that you **clear your filters**.*

The screenshot shows the Starfish interface with three tabs at the top: "My Students", "Tracking", and "Attendance". A red arrow points to the "My Students" tab. Below the tabs are several action buttons: "Flag", "Referral", "To-Do", "Kudos", "Success Plan", "Message", and "Note". Below these buttons are four filter sections: "Search" (with a text input "Student Name, Username, or ID" and a "Go" button), "Connection" (with a dropdown menu set to "All My Students"), "Term" (with a dropdown menu set to "Active"), and "Cohort" (with a dropdown menu). To the right of these sections is an "Additional Filters" section with a checkmark icon and a blue "Edit Filters" button. A red arrow points to the "Edit Filters" button. Below the filter sections is a table header with columns: "Name", "Email", "Phone", and "Cell Phone".

Name	Email	Phone	Cell Phone
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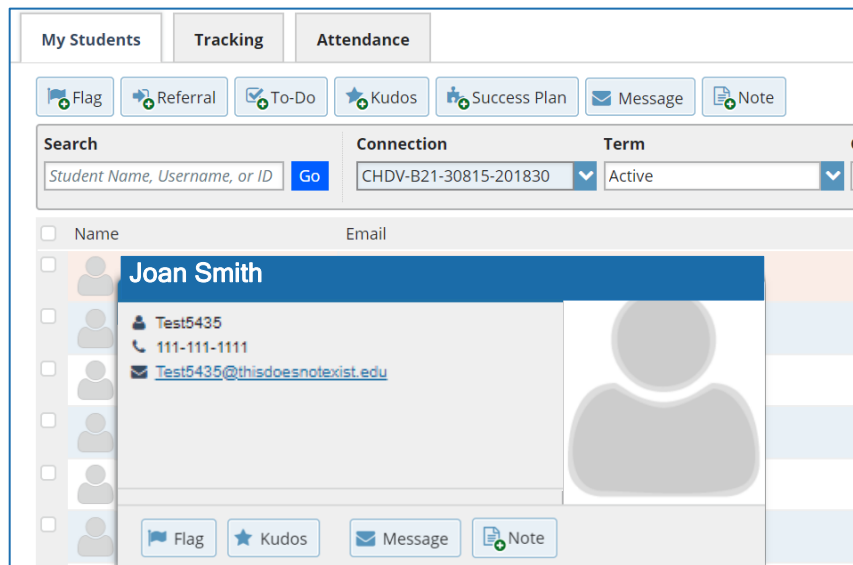
Raise a Flag, Send a Referral, Send a To Do, Send a Kudo

Raising Tracking Items a.k.a. Flag, Referral, or Kudo - Single Student

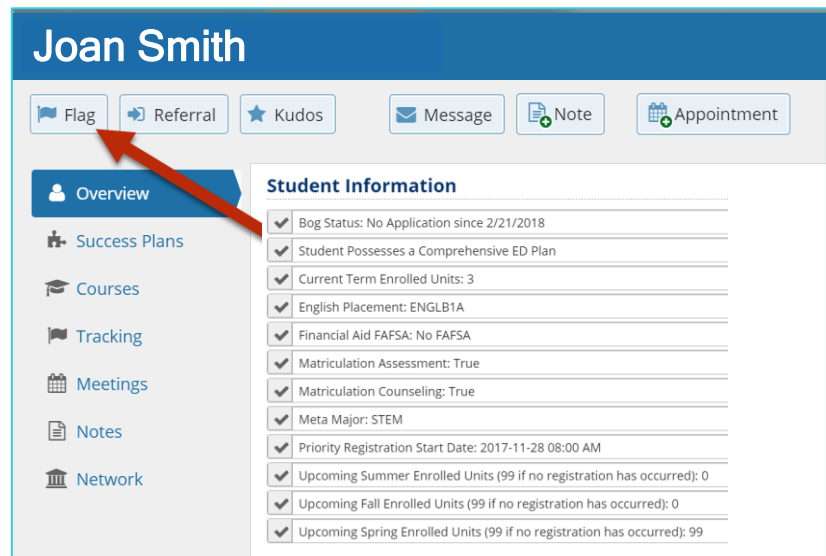
Tracking Items include Flag, Referral, ToDo, Kudo. Flags are issues or concerns and may be raised either by the system automatically based on configurations your administrators have made or manually by faculty and/or other members of the completion team. Tracking items can be raised on a single student or multiple students all at once.

Raising a tracking item on a single student can be done in several ways as shown below.

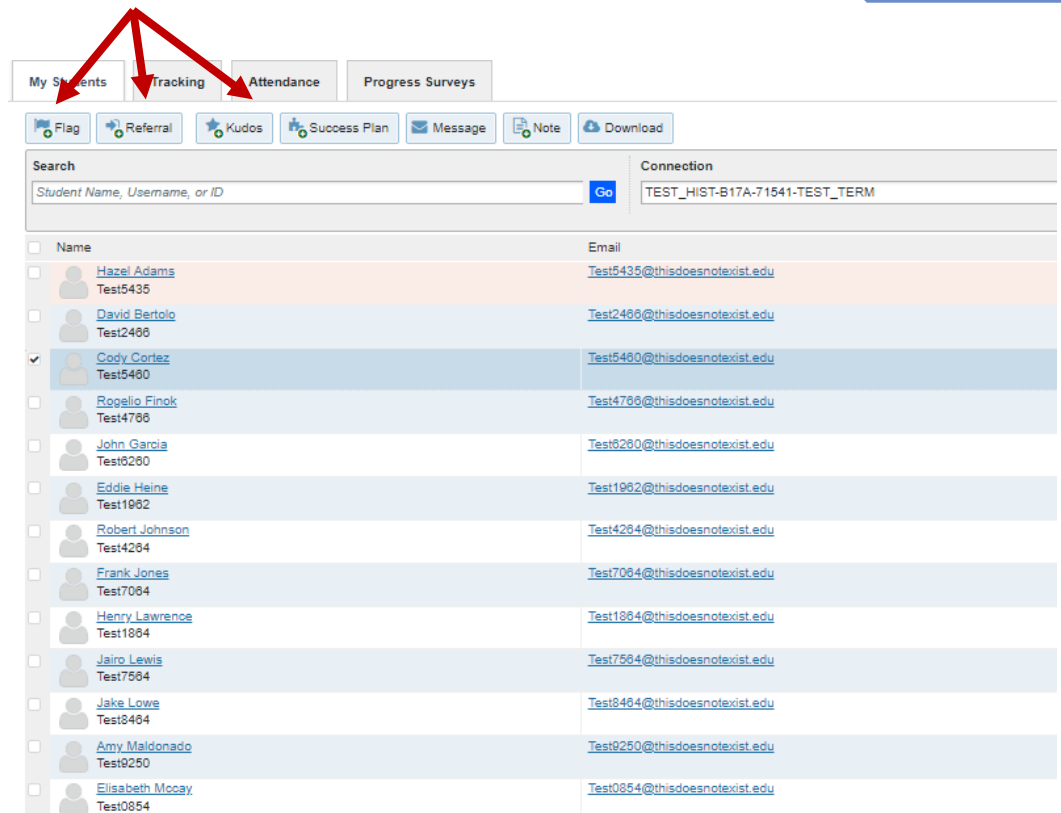
1. From the My Students tab you can mouse over the student's name to reveal the info box where you can raise a Flag, send a Kudo or a Message, or place a Note on the student's Starfish record.



2. Alternatively, you may click on the student's name and from this window you are able to raise a Flag, send a Referral/Kudo/Message, add a Note or create an Appointment.



3. You can also send a Flag, Referral, To-Do, Kudo, Message or add a Note directly from the My Students tab. Select the student by clicking in the box to the left of the student's name and then clicking on the action you wish to take (e.g. Flag, Referral etc.)



The screenshot shows the 'My Students' tab selected. Below the tab are buttons for 'Flag', 'Referral', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. A search bar is present with the placeholder text 'Student Name, Username, or ID' and a 'Go' button. To the right of the search bar is a 'Connection' field with the text 'TEST_HIST-B17A-71541-TEST_TERM'. Below these is a table of students with checkboxes in the first column, names in the second, and email addresses in the third. The student 'Cody Cortez' is selected, indicated by a checkmark in the checkbox column.

	Name	Email
<input type="checkbox"/>	Hazel Adams Test5435	Test5435@thisdoesnotexist.edu
<input type="checkbox"/>	David Bertolo Test2496	Test2496@thisdoesnotexist.edu
<input checked="" type="checkbox"/>	Cody Cortez Test5480	Test5480@thisdoesnotexist.edu
<input type="checkbox"/>	Rogelio Finok Test4766	Test4766@thisdoesnotexist.edu
<input type="checkbox"/>	John Garcia Test6280	Test6280@thisdoesnotexist.edu
<input type="checkbox"/>	Eddie Heine Test1992	Test1992@thisdoesnotexist.edu
<input type="checkbox"/>	Robert Johnson Test4264	Test4264@thisdoesnotexist.edu
<input type="checkbox"/>	Frank Jones Test7064	Test7064@thisdoesnotexist.edu
<input type="checkbox"/>	Henry Lawrence Test1864	Test1864@thisdoesnotexist.edu
<input type="checkbox"/>	Jairo Lewis Test7564	Test7564@thisdoesnotexist.edu
<input type="checkbox"/>	Jake Lowe Test8464	Test8464@thisdoesnotexist.edu
<input type="checkbox"/>	Amy Maldonado Test9250	Test9250@thisdoesnotexist.edu
<input type="checkbox"/>	Elisabeth Mccay Test0854	Test0854@thisdoesnotexist.edu

Raising a Flag

1. Once you have the Flag window open, select the type of flag you want from the dropdown.

2. If applicable select the Course Context. This is important if the flag is related to a specific course.
3. Add any additional comments you wish to convey to the student. The comment box may contain a template set of questions to complete. If so please follow these guidelines.
4. Click 'Save'

Note that once you select the flag you wish to raise the permissions are displayed in the blue box at the bottom of this window. Click on 'More' to see the rest of the permissions that have been configured to see this tracking item.

Sending a Referral

1. From the dropdown select the type of Referral you would like to send
2. Select the Course Context from the dropdown
3. Add any additional comments. The comment box may contain a template set of questions to complete. If so please follow these guidelines.
4. If applicable enter the Due Date
5. Review the Permissions at the bottom of the window
6. Click 'Save'

Create Referral for Smith, Joan [Never Mind] [Save]

* Referral

Course Context

Comment

Academic Support Services Prescription
Sends a referral with a prescribed list of services and currently this is configured specifically for ENG-B53 but can be used for others

Financial Aid Referral
Use this to refer a student to the financial aid office.

General Academic Support Services Prescription
Sends a referral with a prescribed list of services

Tutoring Referral
Use this to refer a student to tutoring services.

Use Faculty Office Hours Referral
Use this to refer a student to use faculty office hours

Permissions: A tracking item must be selected to determine the sharing permissions

* Required fields [Never Mind] [Save]

Items with due dates will result in a reminder email to the student if the due date passes and the item is not cleared.

Create a To-Do

1. Select the type of To-Do you wish to send to the student
2. Select the Course Context
3. Add any additional comments
4. If the To-Do allows it, enter the due date
5. Review the Permissions
6. Click 'Save'

Create To-Do for Smith, Joan [Never Mind] [Save]

* To-Do

Course Context

Comment

☒ **Attend the Extend the Classroom Math**
 Use this to-do to recommend the student visit the Extend the Classroom Math for ACDV B72

☒ **Follow Up with Professor**
 Use this to-do after initial contact with professor.

Permissions: A tracking item must be selected to determine the sharing permissions

* Required fields [Never Mind] [Save]

Items with due dates will result in a reminder email to the student if the due date passes and the item is not cleared.

Send a Kudo

1. Select the Kudo you would like to send
2. Select the Course Context
3. Enter any additional comments
4. Review the permissions
5. Click 'Save'

Create Kudos for Smith, Joan [Never Mind] [Save]

* Kudos

Course Context

Comment

☒ **Good job on your assignment.**
 Raise this kudo for students who submitted a good assignment.

☒ **Thank you for your regular class attendance!**
 Raise this kudo for students who regularly attend class.

☒ **Your GPA is improving. Keep up the good work!**
 Raise this kudo for students who have shown an improvement in GPA.

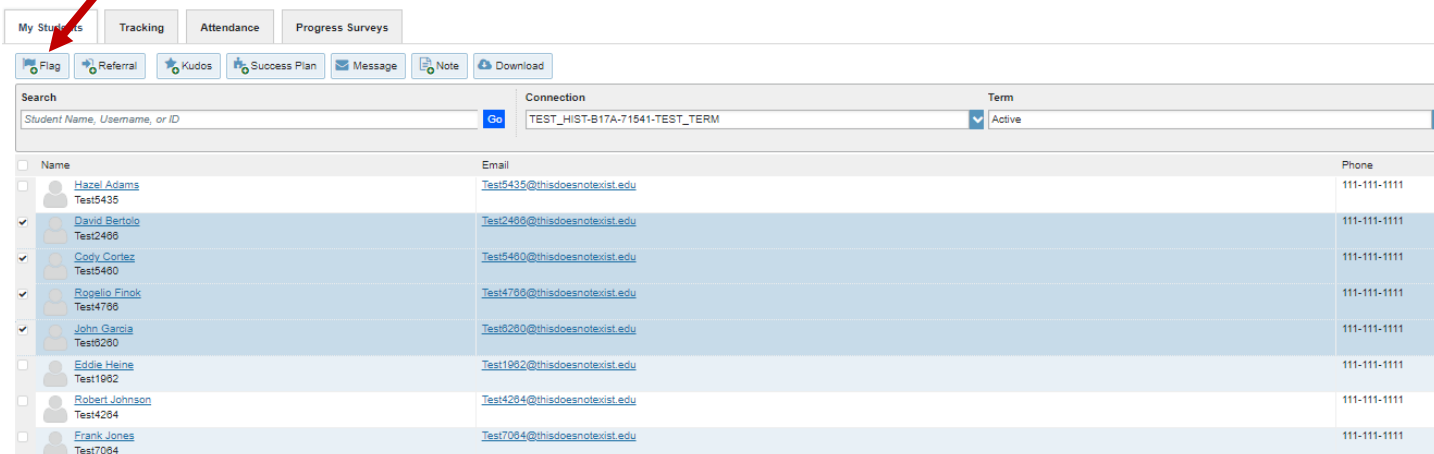
☒ **Your grades are improving in class. Keep up the good work!**
 Raise this kudo for students who are showing improvement in the class through an increase in grades.

Permissions: A tracking item must be selected to determine the sharing permissions

* Required fields [Never Mind] [Save]

Flag, Referral, or Kudo Multiple Students at Once

In similar fashion to a single student, multiple students can be flagged by clicking the box next to their names on the [My Students](#) tab.



The screenshot shows the 'My Students' tab selected. Below the tab are buttons for 'Flag', 'Referral', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. A red arrow points to the 'Flag' button. Below these buttons is a search bar with the text 'Student Name, Username, or ID' and a 'Go' button. To the right of the search bar is a 'Connection' dropdown menu set to 'TEST_HIST-B17A-71541-TEST_TERM' and a 'Term' dropdown menu set to 'Active'. Below the search bar is a table of students with columns for Name, Email, and Phone. Each row has a checkbox in the first column.

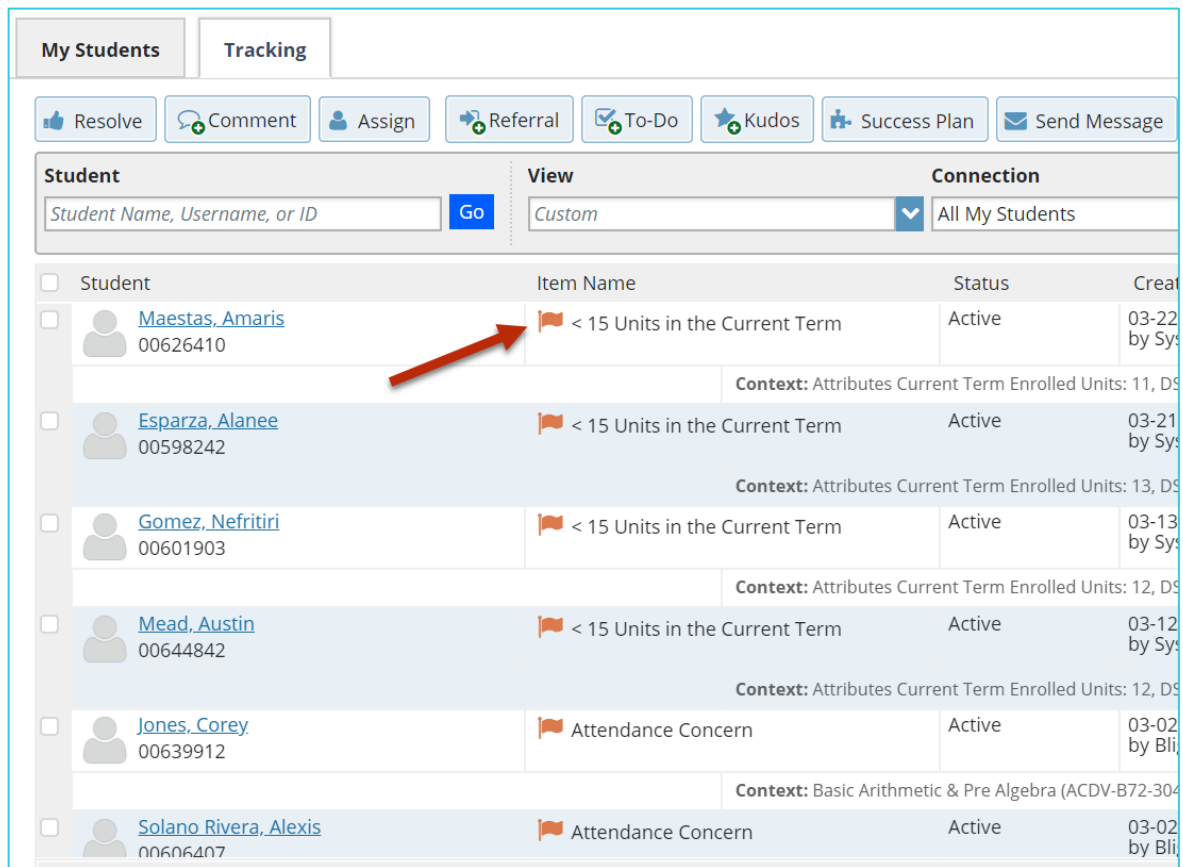
	Name	Email	Phone
<input type="checkbox"/>	Hazel Adams Test5435	Test5435@thisdoesnotexist.edu	111-111-1111
<input checked="" type="checkbox"/>	David Bertolo Test2466	Test2466@thisdoesnotexist.edu	111-111-1111
<input checked="" type="checkbox"/>	Cody Cortez Test5460	Test5460@thisdoesnotexist.edu	111-111-1111
<input checked="" type="checkbox"/>	Rogelio Fink Test4766	Test4766@thisdoesnotexist.edu	111-111-1111
<input checked="" type="checkbox"/>	John Garcia Test6260	Test6260@thisdoesnotexist.edu	111-111-1111
<input type="checkbox"/>	Eddie Heine Test1962	Test1962@thisdoesnotexist.edu	111-111-1111
<input type="checkbox"/>	Robert Johnson Test4264	Test4264@thisdoesnotexist.edu	111-111-1111
<input type="checkbox"/>	Frank Jones Test7064	Test7064@thisdoesnotexist.edu	111-111-1111

In this same way you may send a Referral, To-Do Kudo, or a Message. You may also place a note on the students' records.

Clearing Flags

There are several ways to clear a flag.

On the [Tracking](#) tab you will see flags displayed. You can click on the flag icon to begin the process.



The screenshot shows the 'Tracking' tab with a list of students and their associated flags. A red arrow points to the flag icon next to the item '< 15 Units in the Current Term' for student Maestas, Amaris.

Student	Item Name	Status	Created
<input type="checkbox"/> Maestas, Amaris 00626410	< 15 Units in the Current Term	Active	03-22 by Sys
Context: Attributes Current Term Enrolled Units: 11, DS			
<input type="checkbox"/> Esparza, Alanee 00598242	< 15 Units in the Current Term	Active	03-21 by Sys
Context: Attributes Current Term Enrolled Units: 13, DS			
<input type="checkbox"/> Gomez, Nefritiri 00601903	< 15 Units in the Current Term	Active	03-13 by Sys
Context: Attributes Current Term Enrolled Units: 12, DS			
<input type="checkbox"/> Mead, Austin 00644842	< 15 Units in the Current Term	Active	03-12 by Sys
Context: Attributes Current Term Enrolled Units: 12, DS			
<input type="checkbox"/> Jones, Corey 00639912	Attendance Concern	Active	03-02 by Bli
Context: Basic Arithmetic & Pre Algebra (ACDV-B72-304			
<input type="checkbox"/> Solano Rivera, Alexis 00606407	Attendance Concern	Active	03-02 by Bli

By clicking on the **flag icon**, you will see a new window displayed as shown below.

The screenshot shows the 'My Students' tracking interface. A modal window for 'Amaris Maestas' is open, displaying a flag for '< 15 Units in the Current Term'. The modal includes a 'SUMMARY' tab and a 'STUDENT INFO' tab. Below the summary, it states 'Raised by System (03-22-2018)' and 'Attributes Current Term Enrolled Units: 11, DSPS: NOT ASSIGNED (No Term Associated w/ Flag)'. At the bottom of the modal, there are three buttons: 'Details', 'Comment', and 'Clear'. Two red arrows point to the 'Comment' and 'Clear' buttons.

You can select '[Comment](#)' and add a comment to the flag instead of clearing the flag.

You can select '[Clear](#)' which will also give you the ability to add a comment.

The 'Create Note' form has a 'Subject' field and a 'Note' text area. Below the text area are two checkboxes: 'Send copy of note to yourself' and 'Send copy of note to student'. At the bottom, there are 'Never Mind' and 'Submit' buttons. A red asterisk indicates required fields.

The 'Clear Flag for Joan Smith' form has a 'Show flag details' link and an 'Add a comment:' text area. At the bottom, there are 'Never Mind' and 'Submit' buttons. A red asterisk indicates required fields.

Remember, to '[Clear](#)' a flag means the same thing as 'Close' and 'Close the Loop'. It is the same action in the Starfish system.

To find the tracking items, or flags, you wish to Clear, Comment on, select the appropriate option from the [View](#) drop down.

Filter on the appropriate [Status](#) (Active, Resolved, or Both)

Filter on [Created By](#) (Anyone, Me)

Joan Smith

Referral To-Do Kudos Message Appointment

Overview Info Success Plans Degree Planner Courses **Tracking** Meetings Notes Network

View: **Inbox** **Status:** ☐ Active ☐ Resolved ☒ Both **Created By:** ☒ Anyone ☐ Me

Inbox
All active items, sorted by creation date.

Flag Inbox
All active flags, sorted by creation date.

Due Date
All active tracked items, sorted by due date, latest date first. If no due date, item is shown first.

Overdue
Any active items with a due date that is earlier than today.

Due in Next 7 Days
Any active due between now and the next seven days.

Due in Next 30 Days

Item Name	Status	Created	Due	Assignee	Context
< 15 Units in the Current Term	Active	03-22-2018 by System			Attributes Current Term Enrolled Units: 11, DSPS: NOT ASSIGNED (No Term Associated w/ Flag)

The flags displayed include a [Context](#) column, this is the criteria that caused the flag to be raised on the student if the flag was raised by the system.

Joan Smith

Referral To-Do Kudos Message Appointment

Overview Info Success Plans Degree Planner Courses **Tracking** Meetings Notes Network

View: **Inbox** **Status:** ☐ Active ☐ Resolved ☒ Both **Created By:** ☒ Anyone ☐ Me

Item Name	Status	Created	Due	Assignee	Context
< 15 Units in the Current Term	Active	03-22-2018 by System			Attributes Current Term Enrolled Units: 11, DSPS: NOT ASSIGNED (No Term Associated w/ Flag)

00123456
joan.smith1212@email....
661-555-1212
661-555-1212

Once the flags are displayed for the population you need, you can mouse over the **flag icon** to display the information shown in the window below.

From this window you can view details, add a comment or clear the flag. Each of these will open another window to complete the activity.

The screenshot shows the user profile for Joan Smith. On the left is a navigation menu with options: Overview, Info, Success Plans, Degree Planner, Courses, Tracking (highlighted), Meetings, Notes, and Network. At the top are buttons for Referral, To-Do, Kudos, Message, and Appointment. The main content area shows a list of items with columns: Item Name, Status, Created, Due, and Assign. A red arrow points to a flag icon next to the item '< 15 Units in the Current Term'. A modal window is open for this item, showing the user's name, a summary of the flag, and three buttons at the bottom: Details, Comment, and Clear. Red arrows point to each of these three buttons.

You can select '[Comment](#)' and add a comment to the flag instead of clearing the flag.

You can select '[Clear](#)' which will also give you the ability to add a comment.

The 'Create Note' dialog box has a title bar with a star icon and a close button. It contains a 'Subject' field, a 'Note' text area, and two checkboxes: 'Send copy of note to yourself' and 'Send copy of note to student'. At the bottom, there is a 'Required fields' indicator, a 'Never Mind' button, and a 'Submit' button.

The 'Clear Flag for Joan Smith' dialog box has a title bar with a star icon and a close button. It includes a link 'Show flag details', a label 'Add a comment:', and a large text area for the comment. At the bottom, there is a 'Required fields' indicator, a 'Never Mind' button, and a 'Submit' button.

Progress Surveys

A Progress Survey provides an easy way for instructors to provide input on student progress for an entire class at one time or a specific cohort. Each survey is a collection of tracking items (Flags, Kudos, To-Do's, and Referrals). Instructors are notified via email when surveys are coming, have been launched, and are closed.

1. Click on the 'Progress Survey' tab to see your surveys.
2. The class roster is presented in a column on the left and the tracking items they are being asked to consider are listed across the top.
3. Use the check boxes to indicate which items are applicable for each student shown.
4. For each item marked, you may provide additional feedback via comments on the item.

click the radio buttons for the appropriate items for each student

Search

Name

Go

Name	No Feedback	Academic Performance Concern	Attendance Concern	Financial Aid Referral	Follow Up with Professor	Good job on your assignment
Test8555						
Maldonado, Johnny Test4437		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>* Academic Performance Concern</p> <p>Student's current grade:</p> <p>Here are some specific instructions for you to improve your performance in this class:</p> <p>* Follow Up with Professor</p> <p>Please follow-up with your professor regarding your status with items for the course in general.</p>						
Perry, Henry Test1658	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rivera, Eddie Test7738	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rodriguez, Dulce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

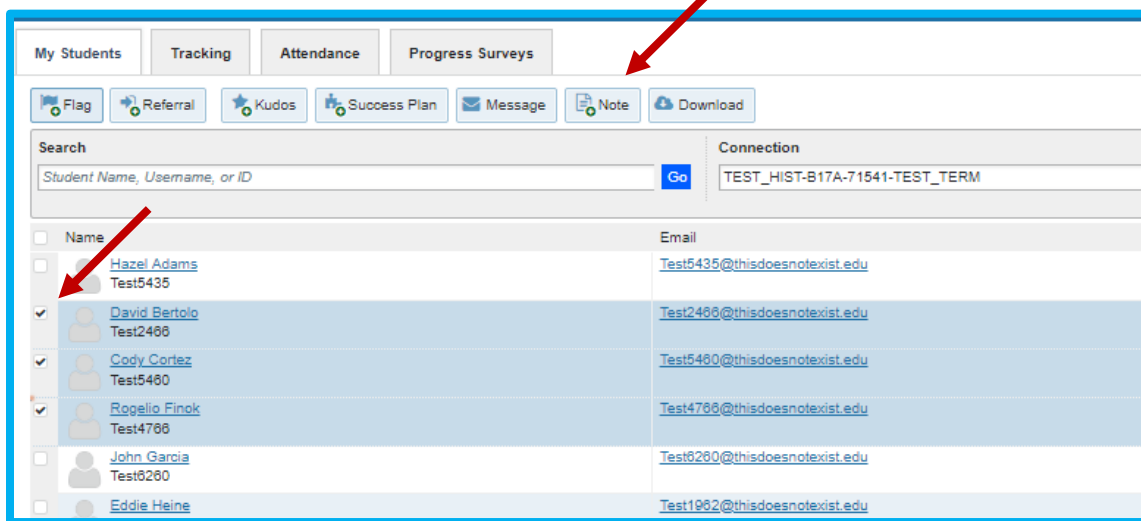
In most cases the student will receive an email for the items you have registered in the survey, depending on the way the tracking item has been configured.

- When the flag is cleared, you may also receive an email with accompanying notes made by the person who closed the tracking item.

Note: Be sure to click 'Save Draft' if you are not finished with your survey. If you click 'Submit' you will not be able to return and make changes! If this happens, you do have the ability to raise flags manually.

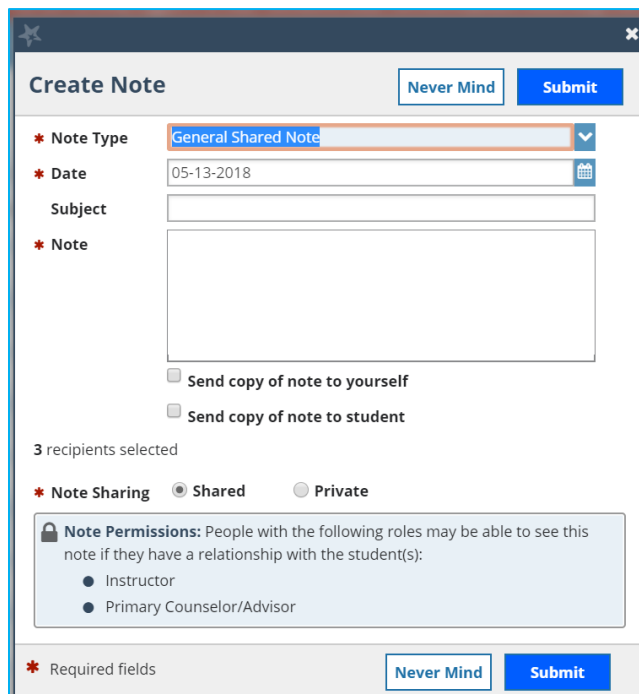
Additional Actions

You have the option to create a note for one or multiple students, or download your class roster.



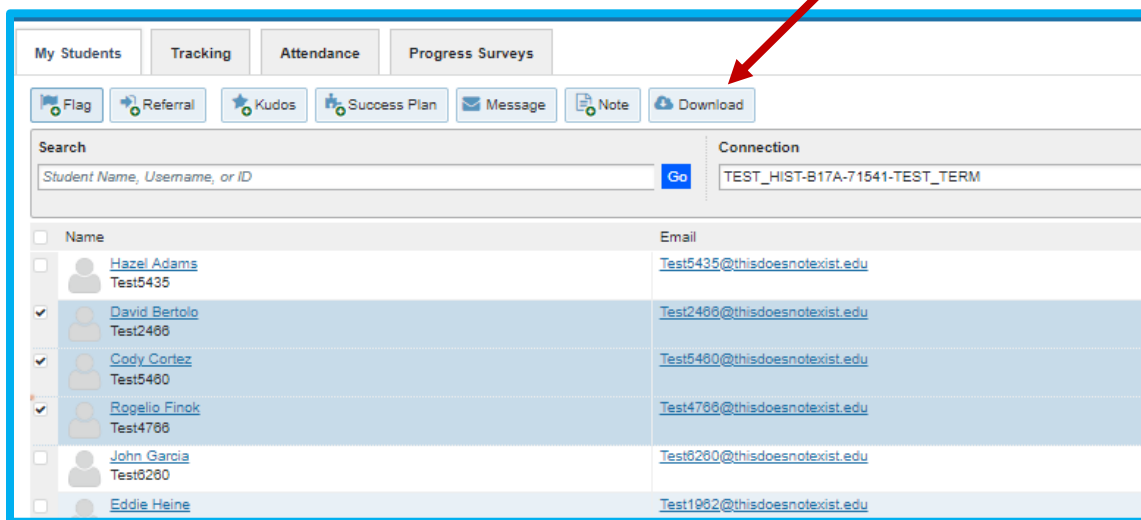
The screenshot shows the 'My Students' interface. At the top, there are tabs for 'My Students', 'Tracking', 'Attendance', and 'Progress Surveys'. Below these are buttons for 'Flag', 'Referral', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. A red arrow points to the 'Note' button. Below the buttons is a search bar with the placeholder text 'Student Name, Username, or ID' and a 'Go' button. To the right of the search bar is a 'Connection' dropdown menu showing 'TEST_HIST-B17A-71541-TEST_TERM'. Below the search bar is a table of students with columns for 'Name' and 'Email'. The table contains six rows of student information. A red arrow points to the checkbox next to the first student, David Bartolo.

Name	Email
<input type="checkbox"/> Hazel Adams Test5435	Test5435@thisdoesnotexist.edu
<input checked="" type="checkbox"/> David Bartolo Test2466	Test2466@thisdoesnotexist.edu
<input checked="" type="checkbox"/> Cody Cortez Test5460	Test5460@thisdoesnotexist.edu
<input checked="" type="checkbox"/> Rogelio Finok Test4766	Test4766@thisdoesnotexist.edu
<input type="checkbox"/> John Garcia Test6260	Test6260@thisdoesnotexist.edu
<input type="checkbox"/> Eddie Heine Test1982@thisdoesnotexist.edu	Test1982@thisdoesnotexist.edu









The screenshot shows the 'Create Note' form. At the top, there are buttons for 'Never Mind' and 'Submit'. Below these are the following fields:

- Note Type:** A dropdown menu with 'General Shared Note' selected.
- Date:** A text field with '05-13-2018' and a calendar icon.
- Subject:** A text field.
- Note:** A large text area.
- Send copy of note to yourself:** A checkbox.
- Send copy of note to student:** A checkbox.
- 3 recipients selected:** A label.
- Note Sharing:** Radio buttons for 'Shared' (selected) and 'Private'.
- Note Permissions:** A section with a lock icon and the text 'Note Permissions: People with the following roles may be able to see this note if they have a relationship with the student(s):'. Below this are two roles: 'Instructor' and 'Primary Counselor/Advisor'.
- Required fields:** A label at the bottom left.
- Never Mind** and **Submit** buttons at the bottom right.



The screenshot shows a web application interface for managing students. At the top, there are tabs for "My Students", "Tracking", "Attendance", and "Progress Surveys". Below these tabs is a row of action buttons: "Flag", "Referral", "Kudos", "Success Plan", "Message", "Note", and "Download". A red arrow points to the "Download" button. Below the buttons is a search section with a text input field labeled "Student Name, Username, or ID" and a "Go" button. To the right of the search field is a "Connection" section with a text input field containing "TEST_HIST-B17A-71541-TEST_TERM". Below the search and connection sections is a table of students. The table has two columns: "Name" and "Email". The "Name" column includes a checkbox, a profile icon, and the student's name and ID. The "Email" column contains the student's email address. The first student, Hazel Adams (Test5435), is not selected. The next three students, David Bertolo (Test2466), Cody Cortez (Test5460), and Rogelio Finok (Test4766), are selected with checkboxes. The last two students, John Garcia (Test6260) and Eddie Heine (Test1962), are not selected.

Name	Email
<input type="checkbox"/>  Hazel Adams Test5435	Test5435@thisdoesnotexist.edu
<input checked="" type="checkbox"/>  David Bertolo Test2466	Test2466@thisdoesnotexist.edu
<input checked="" type="checkbox"/>  Cody Cortez Test5460	Test5460@thisdoesnotexist.edu
<input checked="" type="checkbox"/>  Rogelio Finok Test4766	Test4766@thisdoesnotexist.edu
<input type="checkbox"/>  John Garcia Test6260	Test6260@thisdoesnotexist.edu
<input type="checkbox"/>  Eddie Heine Test1962	Test1962@thisdoesnotexist.edu