



Starfish Faculty User Guide

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



FOX & WEAVER
CONSULTING

Table of Contents

Table of Contents	2
Profile Setup	3
Institutional Profile	3
Appointment Preferences	5
Email Notifications	6
Finding Your Students	7
Raise a Flag, Send a Referral, Send a To Do, Send a Kudo	10
Raising Tracking Items a.k.a.Flag, Referral, or Kudo - Single Student	10
Raising a Flag	12
Sending a Referral	13
Create a To-Do	14
Send a Kudo	14
Flag, Referral, or Kudo Multiple Students at Once	15
Clearing Flags	16
Progress Surveys	Error! Bookmark not defined.
Attendance Tracking	Error! Bookmark not defined.
Attendance Reporting	Error! Bookmark not defined.
Additional Actions	3

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

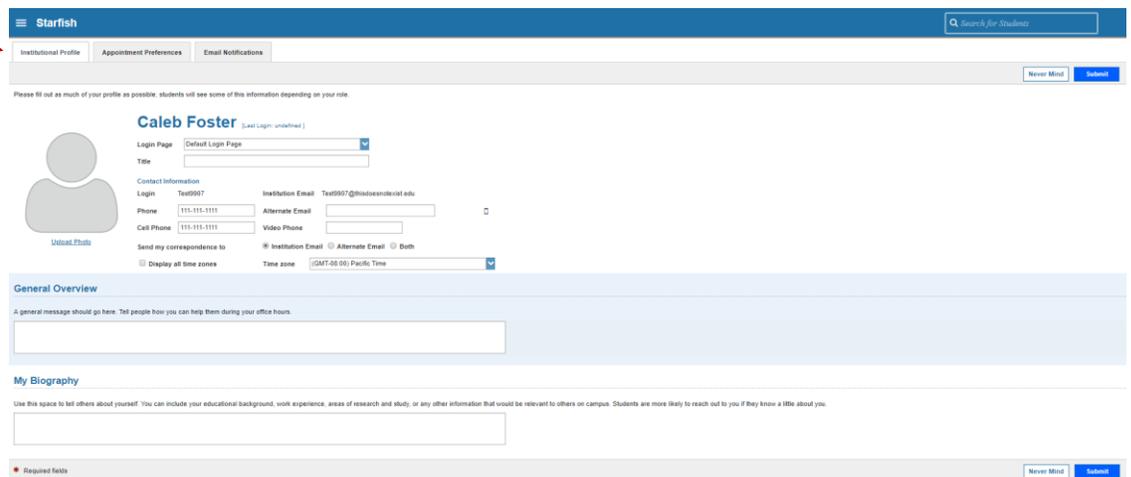
profile  to access your profile.

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

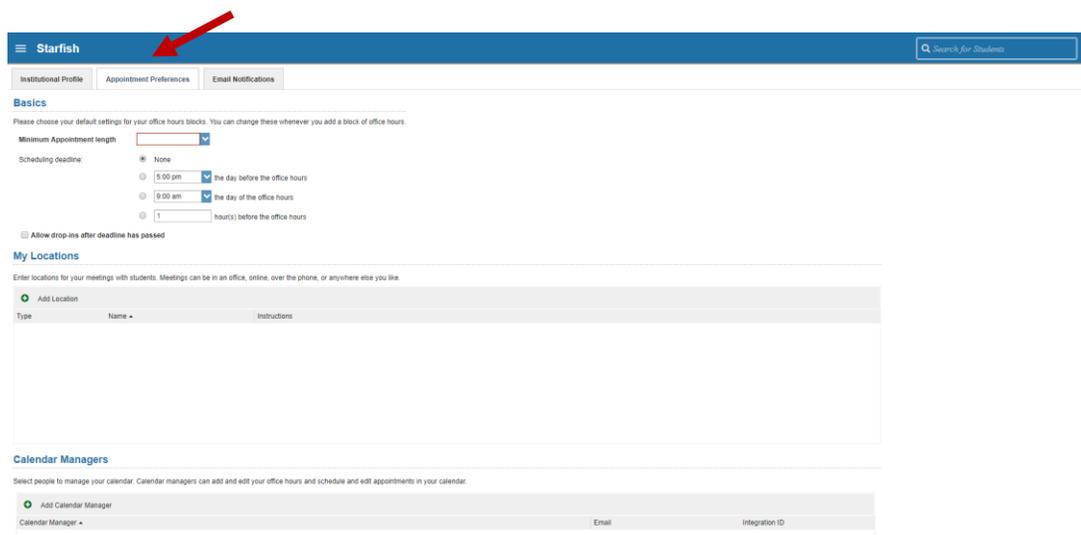
Starfish will display by default if you do not have a title entered in Starfish.



The screenshot shows the Starfish user interface. At the top right, there is a search box labeled 'Search for Students'. Below the navigation bar, there are three tabs: 'Institutional Profile', 'Appointment Preferences', and 'Email Notifications'. The 'Institutional Profile' tab is selected. The profile information for Caleb Foster is displayed, including a login page dropdown, title field, contact information (login, phone, cell phone, video phone, institution email, alternate email), and a section for 'General Overview' and 'My Biography'. A red arrow points to the 'Institutional Profile' tab.

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.



The screenshot shows the Starfish web interface for 'Appointment Preferences'. The top navigation bar includes 'Starfish', 'Institutional Profile', 'Appointment Preferences' (highlighted with a red arrow), and 'Email Notifications'. A search bar for students is on the right. The 'Basics' section allows setting 'Minimum Appointment length' and 'Scheduling deadline' (with options for 5:00 pm, 9:00 am, or a custom number of hours before office hours). The 'My Locations' section has an 'Add Location' button and a table with columns for Type, Name, and Instructions. The 'Calendar Managers' section has an 'Add Calendar Manager' button and a table with columns for Calendar Manager, Email, and 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: the day of the appointments

Appointment Alerts: Send me an email 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

Weekly on at

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 interface for finding students. The top navigation bar includes 'My Students', 'Tracking', 'Attendance', and 'Progress Surveys'. A search bar is located in the top right corner. Below the navigation bar, there are tabs for 'Referral', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. The main content area shows a list of students with columns for Name, Email, Connection, Term, Cohort, and Cell Phone. A red arrow points to the 'Additional Filters' button in the top right corner. Another red arrow points to the 'Additional Filters' dialog box, which is open and shows various filter options such as 'Tracking Items', 'Cohort & Relationships', 'Meetings', 'Success Plans', and 'Attributes'. The dialog box also includes a 'Filter' section with checkboxes for 'Home Campus', 'COA Students', 'LC Students', 'MC Students', 'Special Populations', 'CARE Students', 'CaWORKs Students', 'COPR Students', 'International Students', 'Nativity Students', and 'Promise Students'. The bottom of the interface shows a pagination bar with 'Page 1 of 1' and 'Total Items selected: 0'.

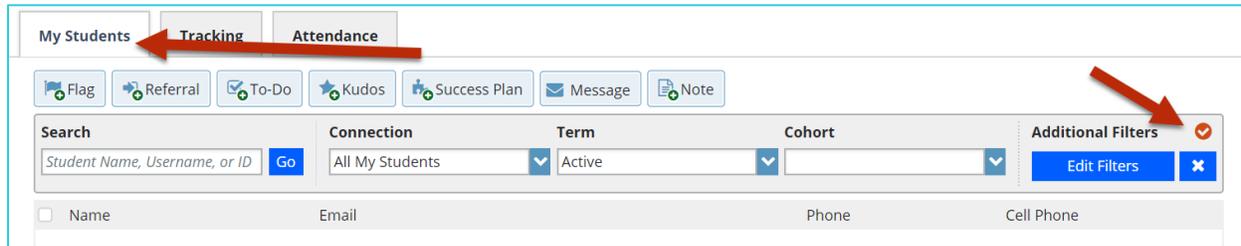
Name	Email	Connection	Term	Cohort	Cell Phone
Hazel Adams Test435	Test435@hdsosnotesist.edu	Primary Counselor	Active		111-111-1111
David Beroia Test2490	Test2490@hdsosnotesist.edu	TEST_HIST-617A-71541-TEST_TERM			111-111-1111
Scott Cortez Test4490	Test4490@hdsosnotesist.edu	Test History of the United States			111-111-1111
Boopie Firoz Test4750	Test4750@hdsosnotesist.edu	Test Intercultural Communication			111-111-1111
John Garcia Test3000	Test3000@hdsosnotesist.edu	TEST_COMM-60-71001-TEST_TERM			111-111-1111
Eddie Haine Test1002	Test1002@hdsosnotesist.edu	Test Intro Criminal Justice			111-111-1111
Robert Johnson Test4204	Test4204@hdsosnotesist.edu	TEST_CRIM-6171066-TEST_TERM			111-111-1111
Frank Jones Test7004	Test7004@hdsosnotesist.edu	Test Reading Reasoning & Writing			111-111-1111
Henry Lawrence Test1004	Test1004@hdsosnotesist.edu	TEST_ENVI-603-71362-TEST_TERM			111-111-1111
Jake Lewis Test7004	Test7004@hdsosnotesist.edu				111-111-1111
Jake Lewis Test3454	Test3454@hdsosnotesist.edu				111-111-1111
Jim Maldonado Test9250	Test9250@hdsosnotesist.edu				111-111-1111
Elizabeth Moser Test0054	Test0054@hdsosnotesist.edu				111-111-1111
Jonathan Perry Test9005	Test9005@hdsosnotesist.edu				111-111-1111
Juan Ross Test5000	Test5000@hdsosnotesist.edu				111-111-1111
Kenneth Romano Test2007	Test2007@hdsosnotesist.edu				111-111-1111
Eric Smith Test2201	Test2201@hdsosnotesist.edu				111-111-1111
Monique Thomas Test0207	Test0207@hdsosnotesist.edu				111-111-1111
Much Towar Test9307	Test9307@hdsosnotesist.edu				111-111-1111
Tremaine Zazueta Test1207	Test1207@hdsosnotesist.edu				111-111-1111

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: "My Students", "Tracking", and "Attendance". The "My Students" tab is selected, and a red arrow points to it. Below the tabs are several action buttons: "Flag", "Referral", "To-Do", "Kudos", "Success Plan", "Message", and "Note". Below these buttons are filter sections for "Search", "Connection", "Term", and "Cohort". The "Search" section has a text input field with the placeholder "Student Name, Username, or ID" and a "Go" button. The "Connection" section has a dropdown menu set to "All My Students". The "Term" section has a dropdown menu set to "Active". The "Cohort" section has a dropdown menu. To the right of these sections is an "Additional Filters" section with a checkmark icon and an "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".

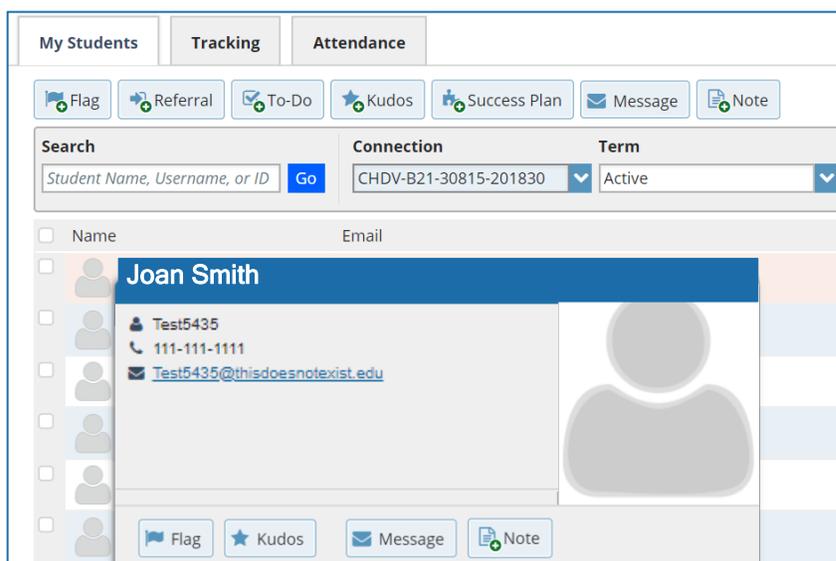
Raise a Flag, Send a Referral, Send a To Do, Send a Kudo

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

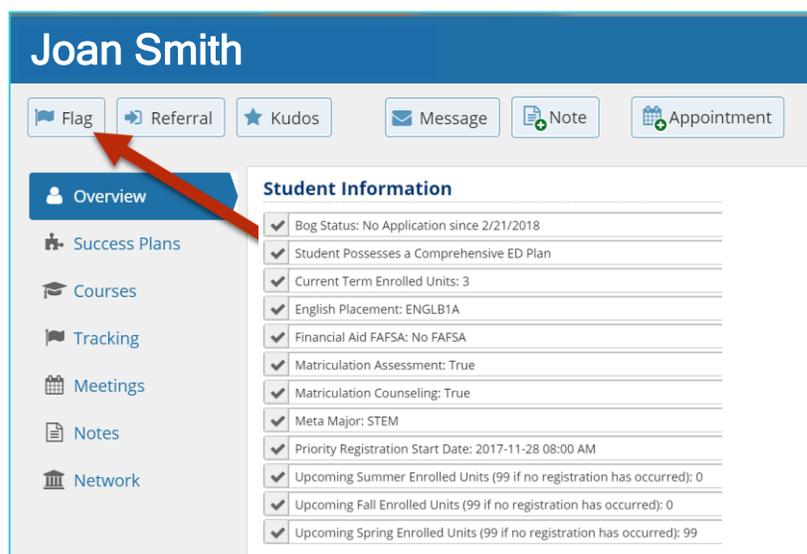
Tracking Items include Flag, Referral, ToDo, Kudo. Flags are issues or concerns and may be raised either by the system automatically based on configurations your administrators have made or manually by faculty and/or other members of the completion team. Tracking items can be raised on a single student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

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

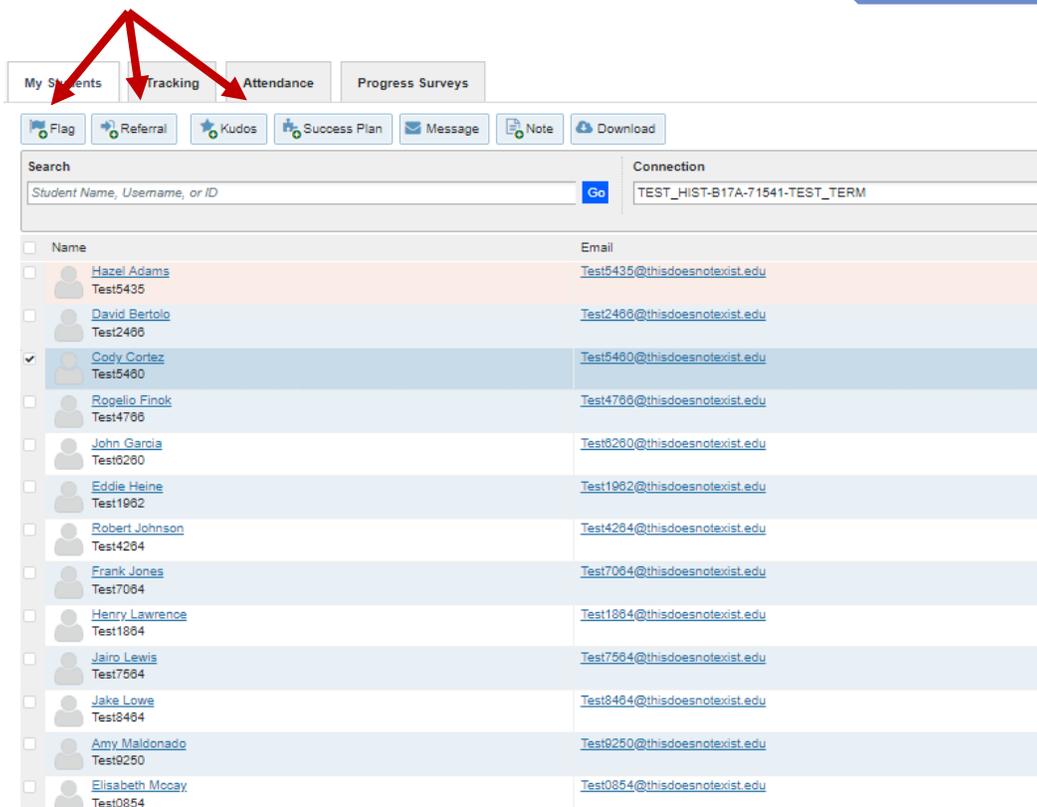
1. From the My Students tab you can mouse over the student's name to reveal the info box where you can raise a Flag, send a Kudo or a Message, or place a Note on the student's Starfish record.



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. The interface includes a search bar, a connection dropdown, and a list of students. The 'Cody Cortez' student is selected, and the 'Referral' button is highlighted.

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"/> Rogello Finok Test4786	Test4786@thisdoesnotexist.edu
<input type="checkbox"/> John Garcia Test6280	Test6280@thisdoesnotexist.edu
<input type="checkbox"/> Eddie Heine Test1982	Test1982@thisdoesnotexist.edu
<input type="checkbox"/> Robert Johnson Test4284	Test4284@thisdoesnotexist.edu
<input type="checkbox"/> Frank Jones Test7084	Test7084@thisdoesnotexist.edu
<input type="checkbox"/> Henry Lawrence Test1884	Test1884@thisdoesnotexist.edu
<input type="checkbox"/> Jairo Lewis Test7684	Test7684@thisdoesnotexist.edu
<input type="checkbox"/> Jake Lowe Test8484	Test8484@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.

Raise Flag for Joan Smith [Never Mind] [Save]

* Flag: Select a Flag...
 Course Context: Select a Course...
 Comment: Add comments indicating why the Flag item is being created.

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

* Required fields [Never Mind] [Save]

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'

Raise Flag for Joan Smith [Never Mind] [Save]

* Flag: Academic Performance Concern
 * Course Context: Child Growth/Dev Birth-Adolesc (CHDV-B21-30815-201830)
 * Comment: Add comments indicating why the Flag item is being created.

Student View: The student can view this item and the notes entered above.
 Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- General Counselor/Advisor
- Pathway Faculty
- Pathway Leader
- Primary Counselor/Advisor
- Student Affairs Leadership

[More...](#)

* Required fields [Never Mind] [Save]
 arfish-ops/student/students.html#

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

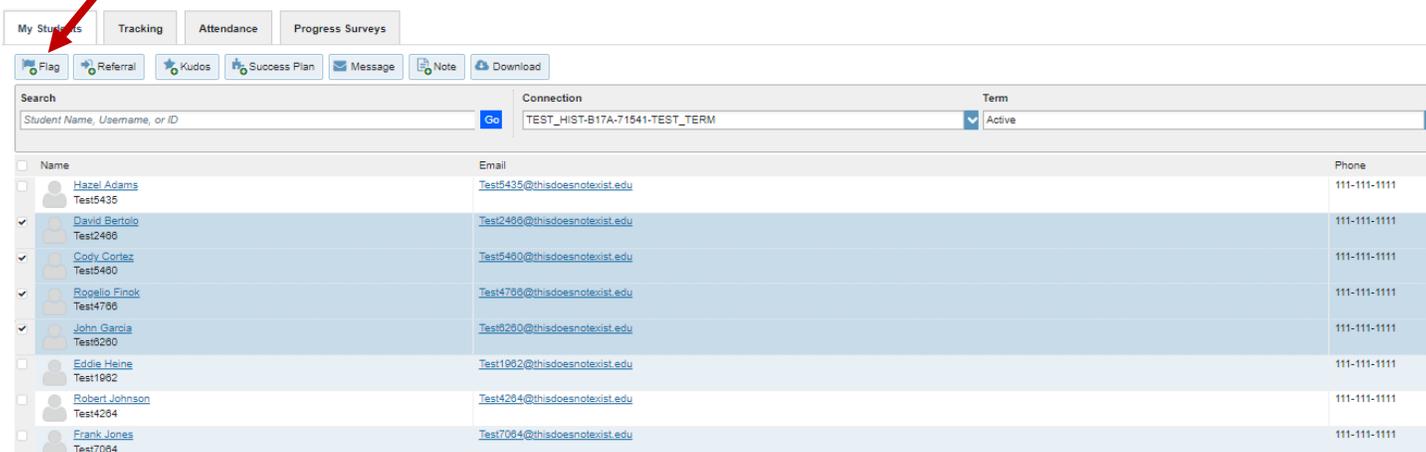
Permissions: A tracking item must be selected to determine the sharing permissions

* 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.

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 in a software interface. At the top, there are tabs for 'My Students', 'Tracking', 'Attendance', and 'Progress Surveys'. Below these are action buttons: 'Flag', 'Referral', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. A red arrow points to the 'Flag' button. The main area contains a search bar with the text 'Student Name, Username, or ID' and a 'Go' button. To the right, there are fields for 'Connection' (containing 'TEST_HIST-B17A-71541-TEST_TERM') and 'Term' (containing 'Active'). Below this is a table of students with columns for Name, Email, and Phone. Each row has a checkbox in the left margin. The following table represents the data shown in the screenshot:

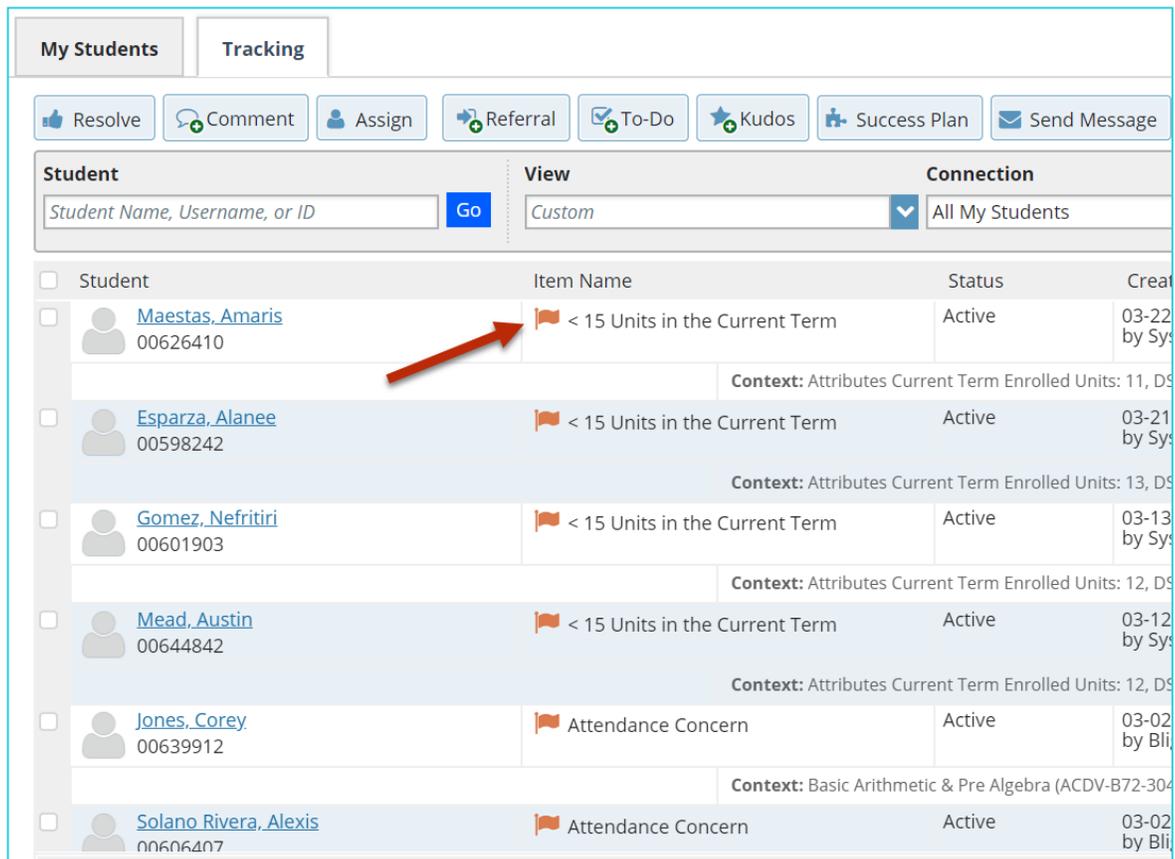
Name	Email	Phone
<input type="checkbox"/> Hazel Adams Test5435	Test5435@thisdoesnotexist.edu	111-111-1111
<input checked="" type="checkbox"/> David Bertolo Test2466	Test2466@thisdoesnotexist.edu	111-111-1111
<input checked="" type="checkbox"/> Cody Cortez Test5460	Test5460@thisdoesnotexist.edu	111-111-1111
<input checked="" type="checkbox"/> Rogelio Fink Test4768	Test4768@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 in a student management system. At the top, there are tabs for 'My Students' and 'Tracking'. Below the tabs are several action buttons: Resolve, Comment, Assign, Referral, To-Do, Kudos, Success Plan, and Send Message. The main area is divided into three sections: Student, View, and Connection. The Student section has a search box for 'Student Name, Username, or ID' and a 'Go' button. The View section has a dropdown menu set to 'Custom'. The Connection section has a dropdown menu set to 'All My Students'. Below these sections is a table with columns for Student, Item Name, Status, and Create. The table lists several students with flags. A red arrow points to the flag icon for the first student, Maestas, Amaris.

Student	Item Name	Status	Create
<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' interface with the 'Tracking' tab selected. A table lists students, and a flag is visible for 'Amaris Maestas' with the text '< 15 Units in the Current Term'. A modal window for 'Amaris Maestas' is open, displaying a 'SUMMARY' tab. The summary includes the flag text and details: 'Raised by System (03-22-2018)' and 'Attributes Current Term Enrolled Units: 11, DSPTS: 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 includes 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 are 'Never Mind' and 'Submit' buttons. A red asterisk indicates required fields.

The 'Clear Flag for Joan Smith' form includes a 'Show flag details' link, an 'Add a comment:' text area, and 'Never Mind' and 'Submit' buttons at the bottom. 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 interface for Joan Smith. At the top, there are navigation buttons for Referral, To-Do, Kudos, Message, and Appointment. A sidebar on the left contains menu items: Overview, Info, Success Plans, Degree Planner, Courses, Tracking (highlighted), Meetings, Notes, and Network. The main content area displays a list of items with columns for 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 over this item, titled 'Joan Smith'. It has two tabs: 'SUMMARY' and 'STUDENT INFO'. The 'SUMMARY' tab is active and shows the following information:

- < 15 Units in the Current Term
- Raised by System (03-22-2018)
- Attributes Current Term Enrolled Units: 11, DSPS: NOT ASSIGNED (No Term Associated w/ Flag)

 At the bottom of the modal window, there are three buttons: 'Details', 'Comment', and 'Clear'. Three red arrows point to these 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 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 icon and the text 'Required fields' are located at the bottom left.

The 'Clear Flag for Joan Smith' dialog box has a title bar with a star icon and a close button. It contains a link 'Show flag details' and a text area labeled 'Add a comment:'. At the bottom, there are 'Never Mind' and 'Submit' buttons. A red asterisk icon and the text 'Required fields' are located at the bottom left.

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.

The screenshot displays the Starfish Progress Surveys interface. At the top, there is a navigation bar with the Starfish logo and a search bar labeled 'Search for Students'. Below this, there are tabs for 'My Students', 'Tracking', 'Attendance', and 'Progress Surveys'. The 'Progress Surveys' tab is active. A message says 'click the radio buttons for the appropriate items for each student'. Below this is a search bar with the text 'Name' and a 'Go' button. The main area shows a table of students with tracking items. The table has columns for 'No Feedback', 'Academic Performance Concern', 'Attendance Concern', 'Financial Aid Referral', 'Follow Up with Professor', and 'Good job on your assignment'. The student 'Maldonado, Johnny' is selected, and a detailed view shows 'Academic Performance Concern' and 'Follow Up with Professor' items with text input fields for feedback.

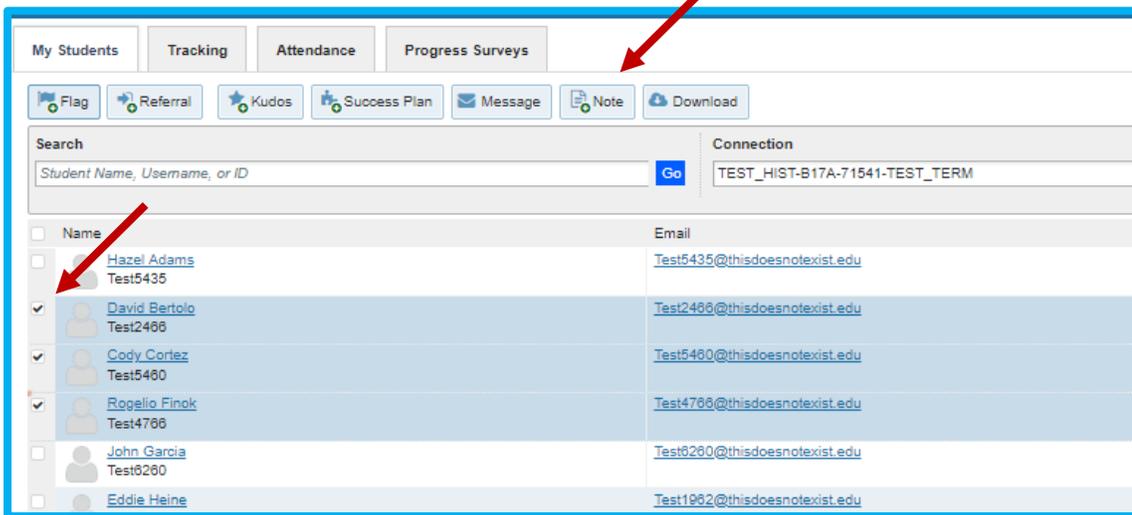
In most cases the student will receive an email for the items you have registered in the survey, depending on the way the tracking item has been configured.

- 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.

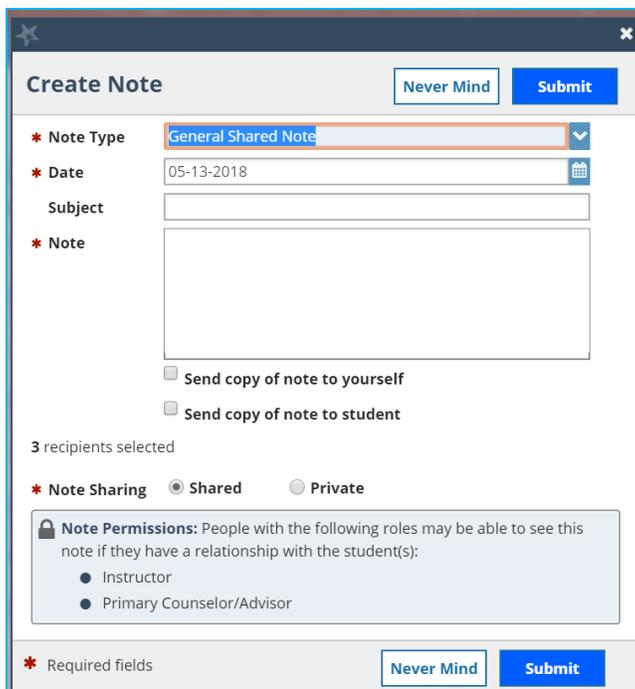
Additional Actions

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 with several tabs: 'My Students', 'Tracking', 'Attendance', and 'Progress Surveys'. Below the tabs are action buttons: '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, the 'Connection' field shows 'TEST_HIST-B17A-71541-TEST_TERM'. Below the search bar is a table of students with columns for 'Name' and 'Email'. The 'Note' button is highlighted with a red arrow, and the 'David Bertolo' row is also highlighted with a red arrow.

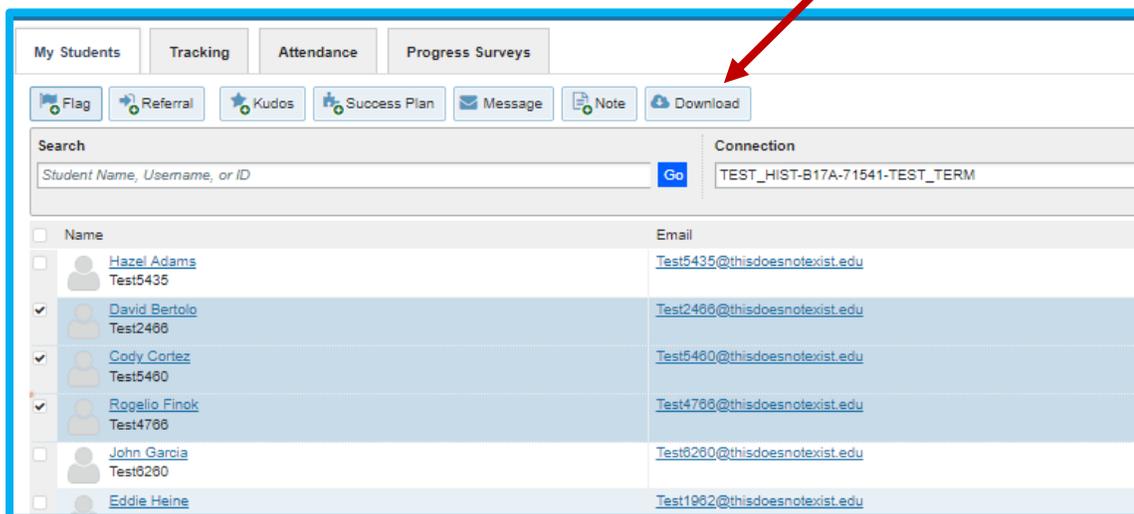
Name	Email
Hazel Adams Test5435	Test5435@thisdoesnotexist.edu
David Bertolo Test2466	Test2466@thisdoesnotexist.edu
Cody Cortez Test5460	Test5460@thisdoesnotexist.edu
Rogelio Finok Test4766	Test4766@thisdoesnotexist.edu
John Garcia Test6260	Test6260@thisdoesnotexist.edu
Eddie Heine	Test1982@thisdoesnotexist.edu



The 'Create Note' form includes the following fields and options:

- Note Type:** General Shared Note (dropdown menu)
- Date:** 05-13-2018 (calendar icon)
- Subject:** (text input field)
- Note:** (large text area)
- Send copy of note to yourself
- Send copy of note to student
- 3 recipients selected
- Note Sharing:** Shared (selected), Private
- Note Permissions:** People with the following roles may be able to see this note if they have a relationship with the student(s):
 - Instructor
 - Primary Counselor/Advisor

Buttons: Never Mind, Submit



The screenshot shows a web interface for managing students. At the top, there are tabs for "My Students", "Tracking", "Attendance", and "Progress Surveys". Below these are 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" dropdown menu showing "TEST_HIST-B17A-71541-TEST_TERM". Below the search section is a table of students with columns for "Name" and "Email".

<input type="checkbox"/>	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@thisdoesnotexist.edu