



Starfish Student User Guide

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Welcome to Peralta Starfish

Peralta Starfish provides you with a central location to connect to the people and services that can help you finish what you start - all accessible right from your Peralta Starfish **Home** page.

Log in to your Peralta Starfish Home page by logging in to Canvas [here](#) and finding the Starfish link on the left navigation panel.



Your **Home** page includes access to a customizable profile and personalized channels that make it easy to schedule the dedicated time you need with your instructors, **counselors or counselors.**

Peralta Starfish can also help you manage the steps you need to take to stay on track and meet your goals.

Here are three great ways to get started:

1. Set up your profile

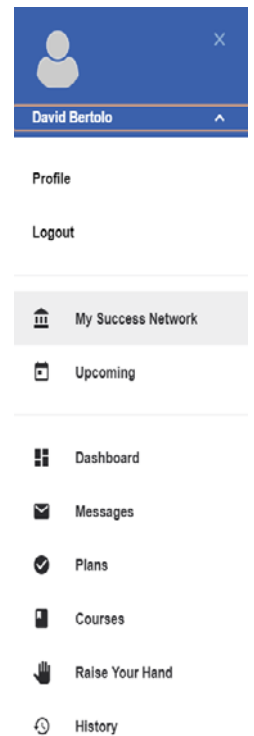
Make it easier for your instructors and counselors to get to know you and stay in contact.

2. Stay on track

Use your personalized **Dashboard** to stay on top of upcoming appointments, assignments, plans, and recommendations from your instructors.

3. Connect to people and services that can help you

Use your personalized **My Success Network** and **Courses** channels for quick access to contact information, [appointment scheduling](#), and [course help](#).



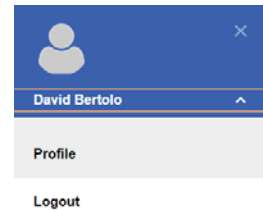
Not sure what you need?

Browse the [Services Catalog](#) to see the services available to you as a student.

That's it. Simple for you. Powerful for your future.

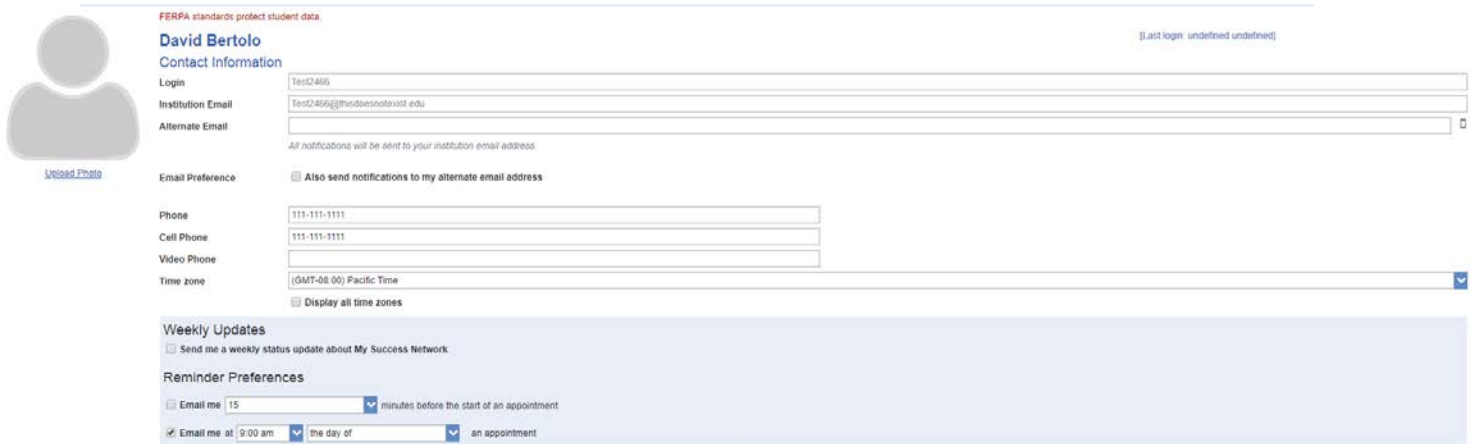
Set up your Profile

Begin by setting up your student profile. Your profile lets instructors and counselors know who you are and how to contact you. It also gives you control over how you wish to receive emails.

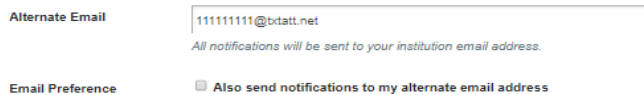


1. Click on the arrow next to your name and select “Profile” to open your profile.

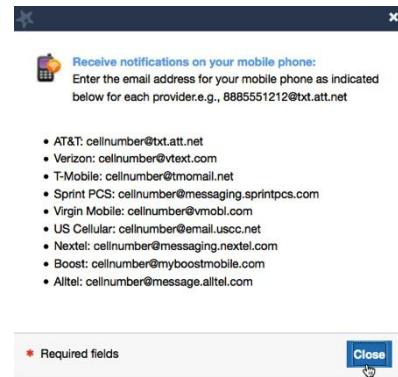
From here, you can customize your profile by uploading a photo, setting appointment reminders, and adding a secondary email address for receiving Peralta Starfish emails (e.g. your mobile phone).



To have Peralta Starfish emails sent to your mobile phone (in addition to sending to your primary institutional email address):



- Enter the **email address** of your mobile phone in the **Alternate Email** field. This address will be a combination of your phone number plus carrier information. Click the more information icon for a list of common carriers and email address formats :
- Click the **Both** radio button associated with “**Send my correspondence to**”.



2. Once you have made your desired changes to your profile, click the **Submit** button to save your updates.

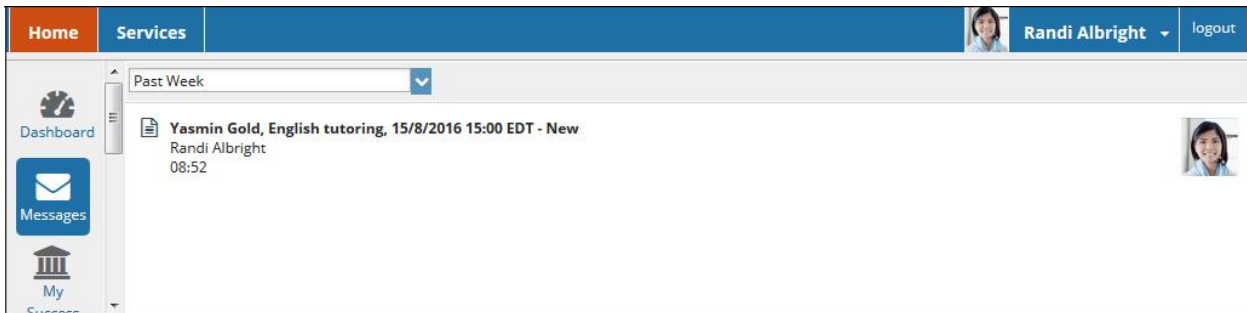
Connect to people and services that can help you

The **My Success Network** and **Courses** channels display the people and services that are available to help you succeed. Here you can find key contact information as well as links to student service web sites and online appointment scheduling.

Messages

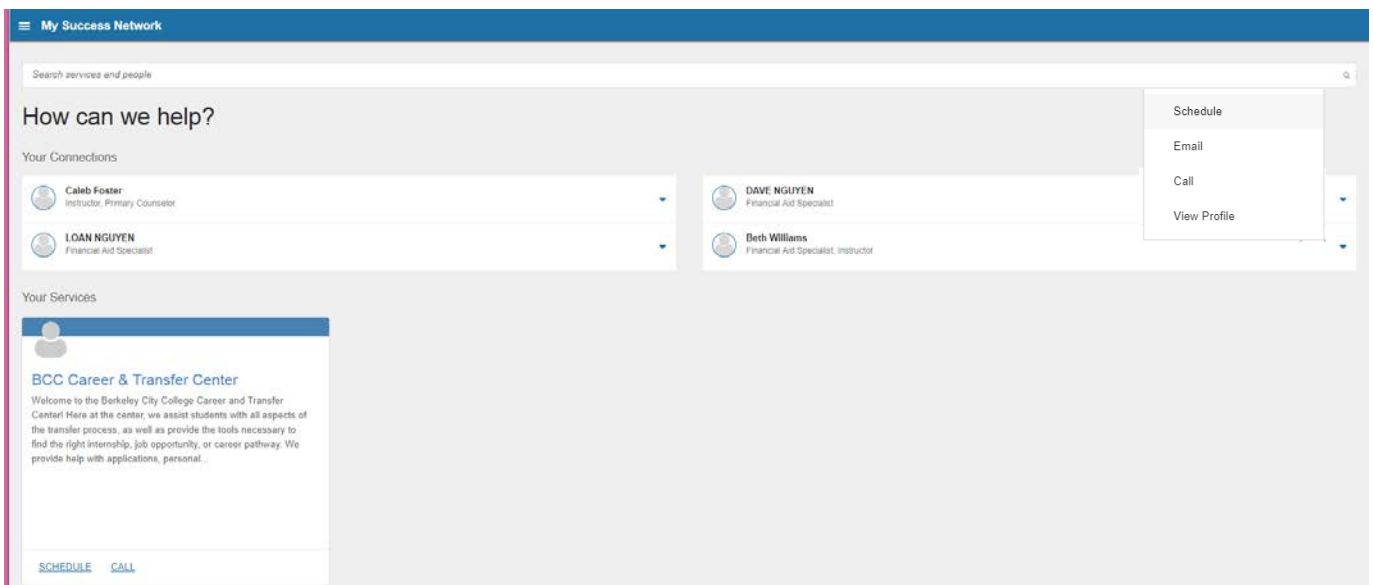
Click the **Messages** icon on your navigation bar to display messages sent to you in Peralta Starfish.

Click on any message in the list to display the full contents of that message.



My Success Network

Click the **My Success Network** icon on your navigation bar to display your personalized network. This channel lists the people and resources that are available to assist you. (You can browse a broader list of available services in the [Service Catalog](#)). For each person or service listed you will find contact information, supporting websites, and, if online scheduling is enabled, a link to [make an appointment](#).




Courses

Click the **Courses** icon on your navigation bar to display information about courses you are enrolled in as well as contacts and available support related to each. Like the **My Success Network** channel, it is personalized to show the people and services specific to the courses you are taking, if the instructor has office hours set-up you have the ability to [make an appointment](#).

1. Click on the Schedule Appointment Link.

NETWORK



Caleb Foster
111-111-1111
Test9907@thisdoesnotexist.edu
[Schedule Appointment](#)

INSTRUCTOR

2. Select a reason for the appointment and select continue.

Teaching

<input type="radio"/> Course add / withdrawal	<input type="radio"/> Course tutoring
<input checked="" type="radio"/> Discuss grades	<input type="radio"/> Discuss prior course work
<input type="radio"/> General visit	<input type="radio"/> Review exam or quiz

3. Select a date and time and select continue

← September 2018 →

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2:00 pm - 2:15 pm
BCC Rm 234 15m

2:30 pm - 2:45 pm
BCC Rm 234 15m

Tuesday, September 11

1:00 pm - 1:15 pm
BCC Rm 234 15m

4. Confirm the appointment

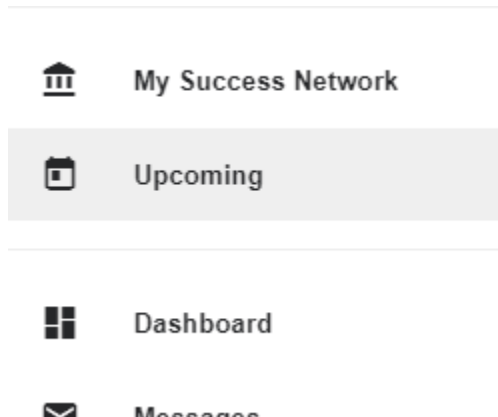
Does this look correct?

Date and Time
Monday, September 10
2:30 pm – 2:45 pm
[Change duration](#)

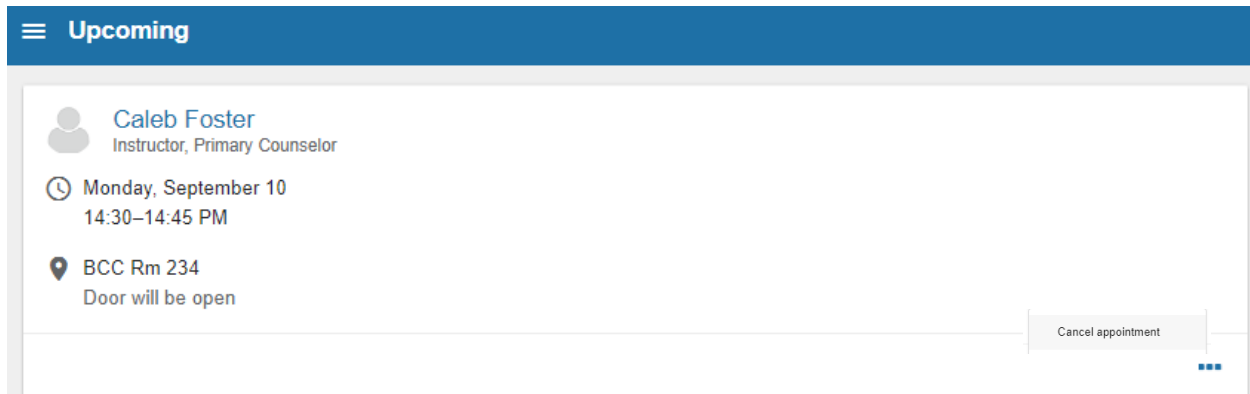
Location
BCC Rm 234
Door will be open

Change an Appointment

To see your upcoming appointments, select the Upcoming tab on the Starfish left navigation panel.



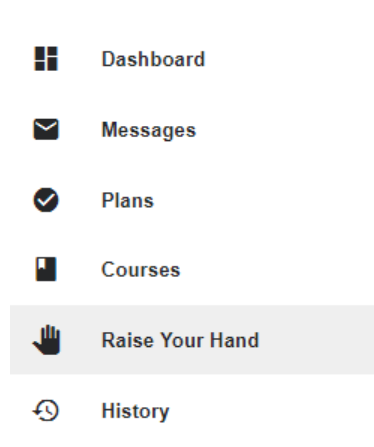
Your upcoming appointments will be displayed. To cancel/change the appointment, select the three little dots.



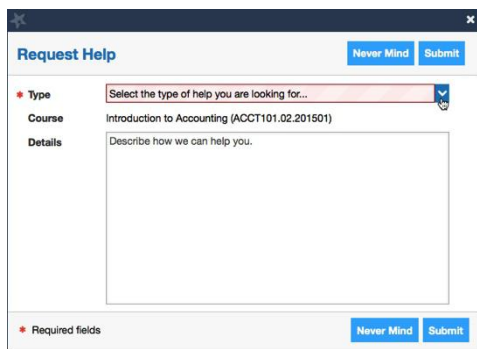
Raise Your Hand

Need help, but not sure where to go? Raise Your Hand for help.

1. Click the Raise Your Hand tab on the left navigation bar.



2. This will bring up the **Raise Your Hand** form. Select the **Type** of help needed from the drop down menu and give specific **Details** on how staff can assist you.

A web form titled 'Request Help' with a close button (X) in the top right. It contains a 'Type' dropdown menu with the text 'Select the type of help you are looking for...', a 'Course' field with the value 'Introduction to Accounting (ACCT101.02.201501)', and a 'Details' text area with the placeholder text 'Describe how we can help you.'. At the bottom, there are 'Never Mind' and 'Submit' buttons. A red asterisk and the text 'Required fields' are located at the bottom left.

3. Click the **Submit** button to submit your request when you are finished.

Stay on Track

Dashboard

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 to campus support offices to help you succeed, and Kudos from your instructors.

Messages

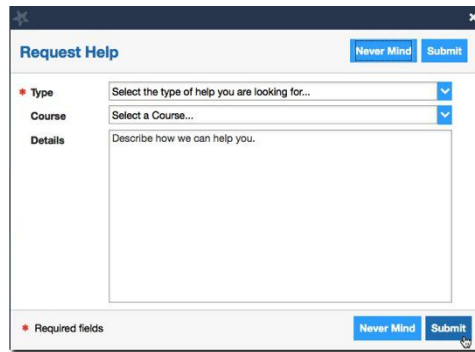
The messages will display the content of email messages sent to you through Peralta Starfish.

Not sure what you need?

Request Help

Click on the **Request Help** channel icon. Additional information about where to go for help will be displayed on the page. Click the **Help Me** button to submit a request for help.

You will be asked to provide additional information such as the type of help you are requesting, the related course (if applicable), and a description.



We encourage you to make your description as detailed as possible to insure you get the appropriate help needed. Click **Submit** to submit your request when done.

Services Catalog

Certain **counselors and counselors** may be listed in your personal **My Success Network** channel, but other individuals and services can be found in the broader **Services** catalog accessed from the top navigation bar. On this page you can search for a service or scroll through the list of available services. For each service you can, view contact information, visit service websites, and schedule online appoints (if available).

