

One Page Guide to Starfish

Where can I locate Starfish?

- ~ Login to either D2L or WebAdvisor
- ~ You can then access Starfish by clicking on the Starfish icon
- ~ Alternatively, direct connect using your WebAdvisor or D2L credentials
<https://sdbor-train.starfishsolutions.com/starfish-prod/support/login.html>

How do I set up my Profile in Starfish?

- ~ Once you are in Starfish, click on "Profile"
- ~ First, update your Institutional Profile tab. Add information that you would like students to see
- ~ Next, click on the "Appointment Preferences" tab and make decisions on what will best meet your needs
- ~ Finally, click on the "Email Notifications" tab and select your preference for notifications and reminders
- ~ Remember to click Save

How do I add office hours?

- ~ Once you are in Starfish, click on "Add Office Hours"
- ~ Fill out the pop-up box including days, time, location, appointment length, and instructions
- ~ Select the Start/End Date using dropdown boxes
- ~ Click Submit
- ~ Once your calendar has your office hours on it, you can manually add appointments by clicking the green + circle and entering your student's name

How do I manually raise a flag or add a kudo?

- ~ Once you are in Starfish, click on "Students" located at the top of the page
- ~ A list of students will appear. You can search for students by name, or sort your list of students by course section by selecting from dropdown box for "Connection"
- ~ Click the box beside the student's name
- ~ Click "Raise Flag" or "Add Kudo"
- ~ Select the Flag/Kudo type from the dropdown box
- ~ You have the option of adding a comment to provide further detail
- ~ Select the Course from the "Course Context" dropdown box
- ~ Click Save

I just received an Academic Status Report via email...what do I do?

- ~ Click the hyperlink in the email that will take you to Starfish where you can login
- ~ You will see one outstanding report at the top of your homepage for *each course* that you teach
- ~ Click on the survey, check boxes on students you need to flag, then click submit
- ~ If you have no flags to report, click submit to report no flags.

Questions?
Call Sandy at 642-6415