



Instructor Guide

Starfish is a software platform that allows all members of a student's success network (instructors, advisors, Deans, financial aid counselors, etc.) to work seamlessly together to support students to achieve their academic goals.

Key benefits for instructors include:

- > Easily share your concerns with the right people at the right time
- > Provide positive reinforcement of successful behaviors
- > Quickly provide feedback on students and help connect them with services

Visit the Faculty Resource Page <u>https://www.trinitydc.edu/faculty/about-starfish/</u> for more information, resources, and the login link (which you can also find under the "For Faculty/Staff tab on Trinity's homepage).

Instructors can raise **flags** (see table below for what happens with each is raised):

- Attendance Concern
- ➢ Low Average
- ➢ In Danger of Failing
- Behavioral Concern
- General Academic Concern to Advisor
- Textbook Need

Instructors can give the following **kudos**:

- You are Off to a Great
- ➢ Keep Up the Good Work
- Showing Improvement
- Outstanding Academic Performance
- Thanks for Being Exceptional
- ➢ Way to Follow Through





Instructors can also make a **referrals** to Academic Support Serivces, Campus Ministry, Career Services, Counselling Services, Disability Serivces, Enrollment Services, Health & Wellness, Library, Professional Advising, and Student Affairs.





Flag Name	When do they raise it	Who gets an email alert?	What happens next?
Attendance	Raise this flag if a student has missed several class sessions in a row or has overall attendance issues.	Student & Advisor	Advisor reaches out to student and lowers flag
			OR
			Instructor can lower if student starts attending.
Low Average	Raise this flag when you are concerned about the students' course grade but there's time to turn it around.	ONLY Advisor	Advisor reaches out to the student e.g. to recommend strategies and lowers flag.
In Danger of Failing	Raise this flag when a student is in danger of failing a course. Only use when the student's grade is so low that they cannot realistically pass the class and should likely withdraw.	Student & Advisor	The advisor will lower the flag when they have spoken with the student.
Behavioral Concern	Raise this flag when a student's behavior in class is disruptive. Avoid using for classroom management issues (cell phone use, etc.). For emergency social or behavioral	ONLY Advisor & Student Affairs	Student Affairs who will reach out the student.
	concerns (e.g. mental health crisis) contact Student Affairs: 202-884-9203, gerlachk@trinitydc.edu.		
General Academic Concern	Use this flag for a student who may be experiencing a variety of academic challenges which you wish to flag for their advisor.	ONLY Advisor	Advisor reaches out to the student e.g. to recommend strategies and lowers flag.





Textbook Need	An instructor or advisor should raise this flag for a student who does not have an available textbook for a course.	Library staff	The library reaches out to the student and lowers flag.
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Please note: For ALL Kudos and for the Advising Referral – the student recieves an email and will see this in their Starfish account when logging in.



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How to Raise a Flag

1. Login to Starfish using your regular Trinity credentials (you may need to use your full email address i.e. include the @trinitydc.edu). This will take you here:

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2. Using the hamburger menu in the top left, navigate to "My Students"

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9	Appointments		start using Starfish now!	2. What time are your office hours?	
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3. Use the **"Term" drop-down** to navigate to Spring 2019 and then the **"Connection" drop-down** to navigate to the course the student is enrolled in:

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4. Either scroll to find the test student's name or use the search function to locate them. The **check the box next to their name:**

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5. Click the "Flag" button

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6. Use the **"Flag" drop-down** to select **the flag you wish to raise** and the **"Course Context" drop-down** to select the course you are the test student's instructor for. You may make comments when raising any flag and they are required for behavioral concerns.

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7. Hit "Save" and you'll hopefully get this message:







How to give a student a Kudos!

Use the same general process described above for raising a flag to give students a kudos!

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How to Make a Referral

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Progress Reports!

Progress report requests will be sent out to instructors within the first month of the semester. You will receive an email to your Trinity account from Starfish advising you that you have progress surveys to complete for your class(es).

1. Once you login to Starfish you will also see the **alert that you have a report(s) to complete** – click to access the report or navigate via the menu function:

Starfish Advisor Wizard ×		The Search
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≡ Starfish		Q. Search for Students
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Outstanding Progress Reports: Seminar on Human Sexuality (PSY	(C 365/1-2019/WINTER/SEM): Early Academic Alert W19	
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2. When you access the report you will see all the students in this class and be given the opportunity to provide **no feedback**, an attendance concern, low average, behavioral concern, or tell them they are off to a great start (email alert settings follow the rules for these flags and kudos set out above)

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3. Hit **submit** and repeat #1-2 for all courses for which you are the instructor.