

# Getting Started Guide

## Starfish Role Counselors and Support Program Counselors

### Welcome to Starfish®

Starfish gives you a convenient way to keep track of your students by raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware.

Getting started is easy. Starfish will automatically display all students that you have been assigned to or are participating in Support Programs.

Support Programs are Athletics, EOPS/CARE, OPA, UMOJA, MESA, Puente, SSS TRIO, Black Male Excellence, and students on Academic Probation.

LOGIN “one of the ways”: [Starfish Webpage](#) or [myNVC page](#) and/or through [Canvas](#) (Instructional Faculty)

Starfish and Canvas Integration for Instructional Faculty: Starfish will appear in your Course Navigation by default. \*Note, if you disable Starfish, students will not see Starfish in Canvas. Students would then have to access Starfish through the Starfish Webpage or myNVC page.

From there, you can raise flags about students, review flags that have been raised about your students, and provide additional information

This guide highlights the steps for completing common tasks in Starfish:

1. Setup your Profile .....2.....
2. ....
3. ....
4. ....
5. Receive Prog

Frequently Asked Que



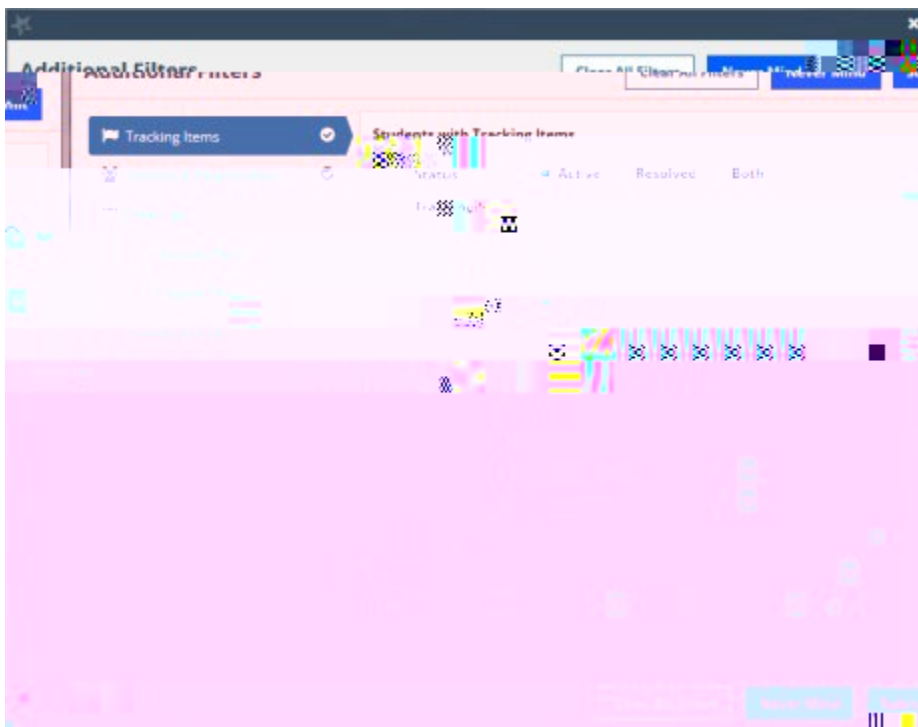


## Apply “Additional Filters” to Student Lists

Starfish's Additional Filter capability is available within the Students tab on the My Students and Tracking sub-tabs. It allows you to add multiple criteria to filter your list of students. The specific options available will be dependent on whether you have Starfish Early Alert and/or Starfish Connect as well as specific options your Starfish Administrator has configured.

### Create an Additional Filter

1. Click the **Add Filters** button on the right side of the header bar, above your list of students.
2. From the Additional Filters menu that is presented, you can select one or more options from the list on the left with which to filter your students list. Menu options may include Tracking Items, Cohorts & Relationships, Meetings, Success Plans, Success Scores, Degree Plans, and Attributes, depending on the features and configurations available for your institution.



3. Click **Submit** after making your selection to apply the filter to the list of students.

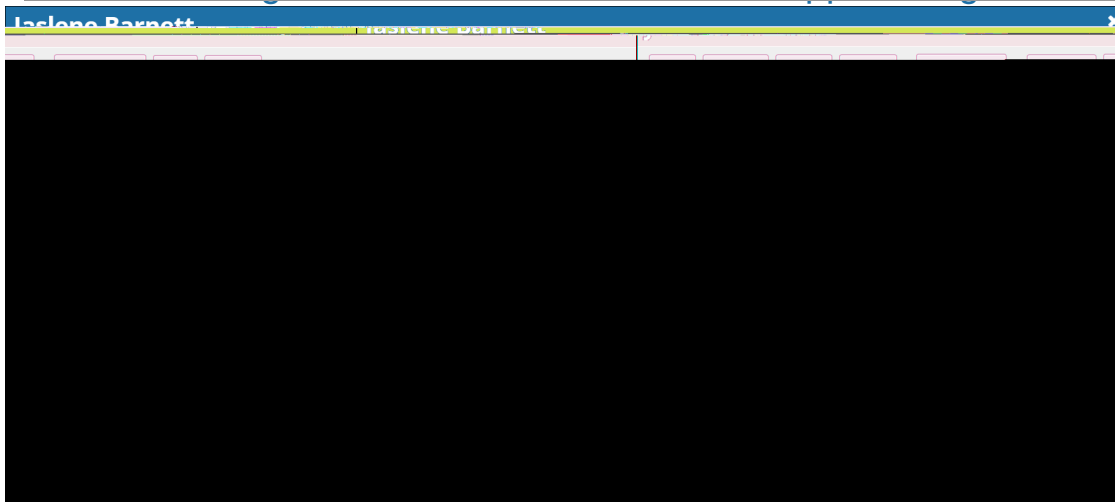
Your selections are additive; each criteria you add creates a narrower selection of students.



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1. Starfish is receiving from your SIS an attribute calcmt 74.81h391orsmy-13-04h((r)u1 (9 (u))211(1

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If a your role through which you have a relationship to a student does not have permission to view this kind of information, or if none of this information is available for a given student, this tab may not appear in that student's folder.

### SIS Information

The Info tab presents information imported from your Student Information System (SIS). This may include the Admissions, Demographics, Programs, and Term Status sections. The tab and data sections will only display if the following are true:

- Your institution is sending the relevant file from your SIS
- You have a role that grants you permission to see this information about students with whom you have a relationship

Permissions are assigned for each section. For example, you would either see all of the admissions data that was imported or none of it.

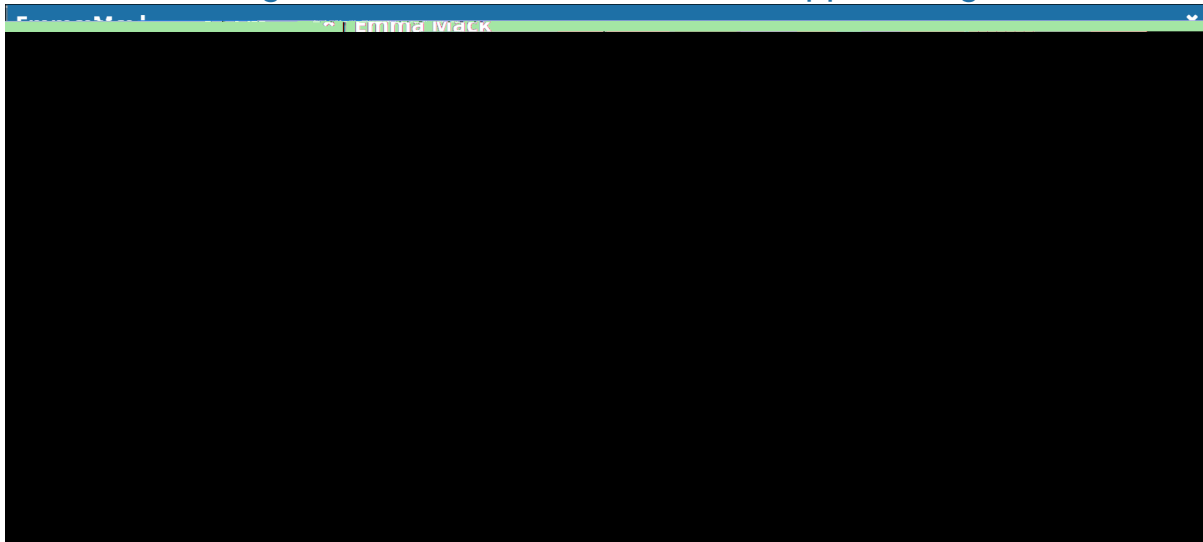
If values for a particular element within any of the panels is not sent for the student, the row for that value does not display. For example, if Race/Ethnicity is not sent for a particular student, this label would not display in the Demographics panel vs. displaying with a null value.

### Intake

Below the SIS information, the Info tab may include the student's Intake form if this feature is in use at your institution.



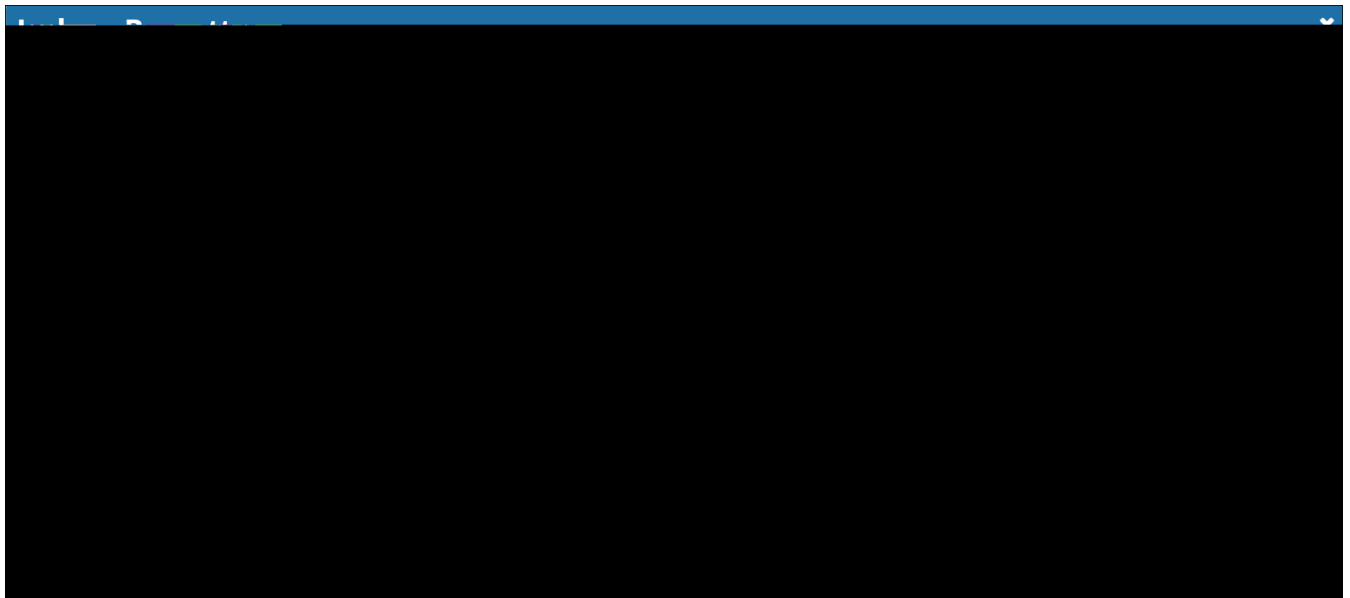




The details will be dependent on your institution's configuration, as well as the permissions you have based on the role and your relationship with the student (i.e., whether you are allowed to see grades for the student/course).

## Tracking Tab

The Student Folder Tracking tab displays the tracking items that have been raised for this student. Information is presented very similarly to the overall Tracking tab, but is limited to items related to this student. Click the "+" sign to the left of an item to expand the item and read additional information associated with the flag. Hover over the Flag Menu icon to access the flag menu pop-up card and select an available action.



## Notes Tab

The Student Folder Notes tab provides an aggregated look at comments saved about the student whether as part of a tracking item, within a meeting, posted directly to the student folder as a note, or sent to the student via Starfish's Send Message option. Click on the "+" sign associated with any item to view the details.

**Note: Read receipts** must be enabled for your environment to see when a student has read your email. This feature is only available at (a)12.6(a)12t05th Thahh,-14 ( )329 (u)38.3 (r)-6.3 ( e)1752 1 4.8 (C)1





Respond to a Progress Survey for students in your courses

## Frequently Asked Questions

How do I change how I am emailed by Starfish?

### Hobsons Starfish Help Center

For in-depth resources on the Starfish Early Alert System, you can access the Hobsons Starfish Help Center through your hamburger menu by selecting Help > Hobsons Starfish Help Center.



### Starfish Early Alert Training Opportunities

Starfish Training dates/times are listed on our [Starfish Webpage](#) you can view the list of dates/times of the training sessions available and register to attend.

\*Note: Starfish Training Sessions are setup by Role.