

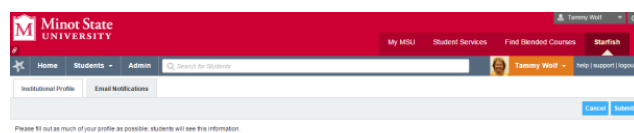
Starfish EARLY ALERT Quick Look for Minot State University Instructors

To access your Starfish Early Alert portal, go to MSU Home Page → Academics → Blackboard Login (located under the Distance Education subheading). Login to Blackboard using your Campus Connect login and password. Select the Starfish Tab (located in the upper right of the page).

1. Set up your Profile

On the HOME page, click your name to open your Starfish Profile. There are two tabs:

- **Institutional Profile:** Contact information, photo (info students see).
- **Email Notifications:** Options for receiving tracking item emails.

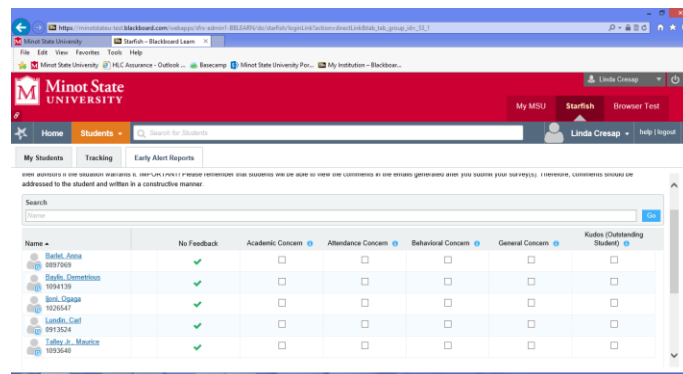


2. On the Students tab, select Early Alert Report

- Select the course on the Survey drop down menu.
- Check the boxes presented for each desired item/ student combination.
- Click the comments icon (📝) to add notes.
- Click the information icon (ℹ️) to verify whether or not the student can view the flag.

Important: Don't click **Submit** until you're done!

You cannot modify a submitted report. Use **Save Draft** if you aren't ready to submit your report.



3. Accessing Student Folder

- Wherever a student's name is hyperlinked (e.g. in your My Students list, or in an Early Alert Report) this hyperlink takes you to the **Student Folder**.
- From here you can review student information, raise a flag or add a note.

