![Starfish retention solutions™]

Starfish Quick Look for Minot State University Advisors

To access your Starfish portal, go to MSU Home Page → Academics → Blackboard Login (located under the Distance Education subheading). Login using your Campus Connection login and password. Select My MISU and then select the Starfish Tab (under Tools, left side). If you would rather bypass Blackboard, the direct link to Starfish is: https://minot.starfishsolutions.com/starfish-ops/support/login.html. You will find more information regarding procedures and use of Starfish, as well as the direct link at: https://www.minotstateu.edu/asc/starfish.shtml

1. Set up your Profile

On the HOME page click the three bars next to Starfish, then click the arrow next to your name.

- **Institutional Profile:** Contact information, photo (info students see).
  Be sure to check phone numbers in case you don't want a cell phone listed.
  Check the time zone, especially if you will be using the appointment feature.
  Add information to the General Overview and My Biography sections as this will appear to students who make appointments with you. Click submit.
- **Appointment Preferences:** The location name is what the student will see.
- **Email Notifications**: Options for receiving emails with flag and appointment activity.
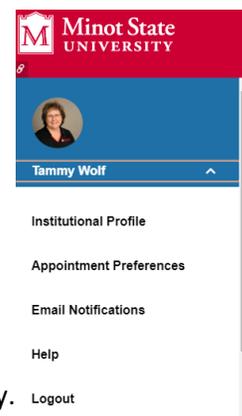
2. View Flag Information

On the HOME page click the three bars next to Starfish, then click Students and choose the Tracking tab.

- Someone else may have resolved the flag, but if not, address the issue.
- Hover over the flag icon ⚑ and click Details to view flag history.
- Click the plus icon to view flag comments (only available if comments were submitted)
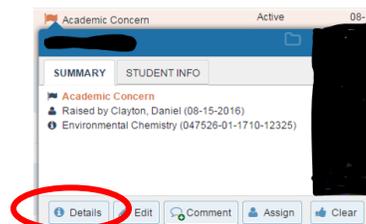
3. Clear the Flag and Close the Loop

Hover over the flag icon

and click clear

- Choose a reason for clearing the item and add a resolution comment. A close the loop generic default message to the flag raiser indicating that the flag has been resolved will be sent after submission. If you do not wish the flag raiser to receive an email just uncheck the box.
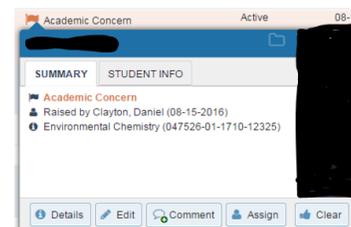
- If you would like the flag raiser to receive the comment you provided, click Copy my comment and the comment will be added to the second box and placed in the email to the flag raiser.
- If you would like to send a different comment to the flag raiser just type the message in the second box.
- Finally click the submit button.

3. Accessing a Student Folder

- Click on the student's name in your My Students list to view the **Student Folder**.

- From each tab listed below you can access the following information:

  Overview tab: hold information, registered for next semester, provisional admission status

  Info tab: student ID, contact information, ACT/SAT scores, primary and secondary majors and minors, term and cumulative GPA, student picture

  Courses tab: course information for current and past semesters, mid-term and final grades

  Tracking tab: academic flags and/or kudos with comments

  Meetings tab: record of your meetings with student

  Notes tab: comments on flags and kudos, notes from others which you have permission to view

  Network tab: individuals who have a relationship with that student which may include instructors, coaches, Honors program coordinator, Veteran's Services advisor, POWER advisor

- You may also raise a flag/kudo, add a note, make an appointment or send a message from this folder.