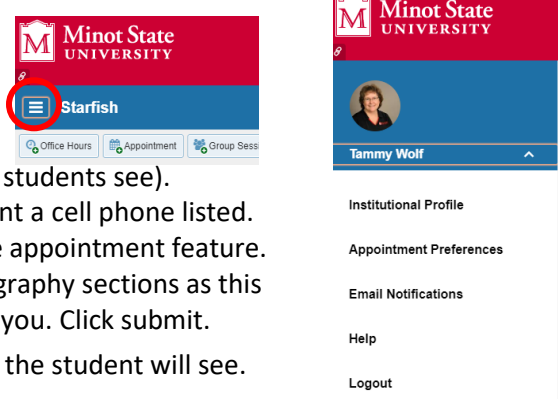


## Starfish Quick Look for Minot State University Instructors

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

### 1. Set up your Profile

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

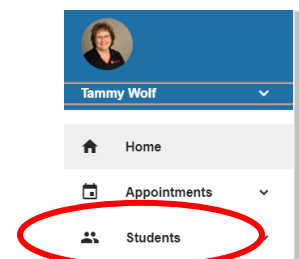


- **Institutional Profile:** Contact information, photo (info students see). Be sure to check phone numbers in case you don't want a cell phone listed. Check the time zone, especially if you will be using the appointment feature. Add information to the General Overview and My Biography sections as this 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.

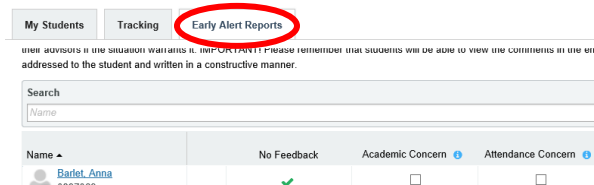
### 2. Early Alert Report Completion

On the HOME page click the three bars next to Starfish, then click students and Early Alert Reports.

- 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.

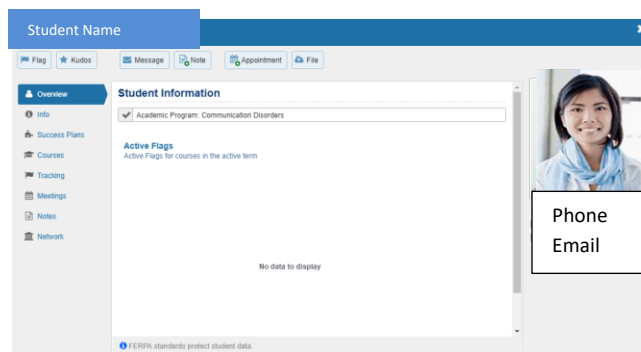


**Important:** Don't click **Submit** until you're done! You cannot modify a submitted report. Use **Save Draft** if you aren't ready to submit your report.



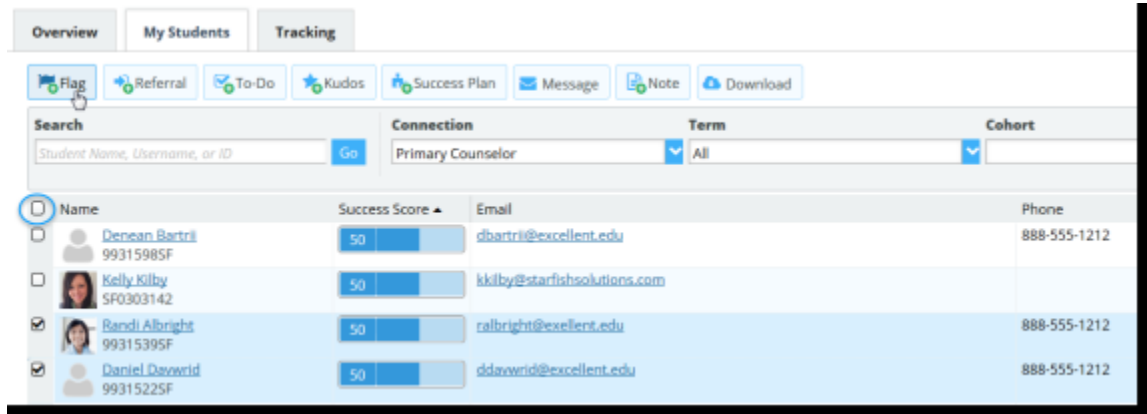
### 3. Accessing a Student Folder

- Click on the student's name in your My Students list or in an Early Alert Report to view the **Student Folder**.
- From here you can review student information, the student's success network, raise a flag or add a note.



#### 4. Raise a tracking item manually

- On the home page, click the three bars next to Starfish, then select Students and click on the My Students tab.
- Select the appropriate connection from the pull-down menu to view students in a specific course or all students.
- For a single student: click on the **student's name** to navigate to the student's folder or click the checkbox to the left of the student's name.



- Select the desired tracking item (such as Flag or Kudo) from the button bar at the top of the My Students list or from the button bar on the student's folder.
- On the form displayed, select the tracking item to be raised from the drop down list presented. Only those items that you have permission to add for the student(s) selected will be displayed.
- The notes you enter in the comment box will also be visible to those with a role/relationship to the student listed under the Permissions in the light blue box under the comment box. The comment will be available within the student folder, both associated with the item on the Tracking tab and on the Notes tab. (Please view the Guide To Making Effective Comments, located on the Starfish website: [https://www.minotstateu.edu/cetl/pages/starfish\\_fast.shtml](https://www.minotstateu.edu/cetl/pages/starfish_fast.shtml).)
- Click the Save button to create the item.

Items can also be raised from within the student's folder (see step number 3).