



Getting Started Guide Faculty & Staff

Starfish Student Success Early alert system

Setup your Profile

Notes

For more information and additional profile settings, reference the [v h • Guide to Connect](#). You may also find the following Starfish Two Minute Tips helpful:

- x [Update your Starfish Profile](#)

Setup your Email Notifications

Similarly to setting up your institutional profile you can set your Email Notifications through the same menu. We want you to be aware of activity but not bombarded by emails!

Therefore, you can simply click on Email Notifications to set your preferences of receiving emails related to Flag rules that have been setup for you.

- 1) Please note that you will not need to change anything under appointment notifications as we are not using this feature yet.
- 2) You can customize

Respond to a Progress Survey for students in your courses

At week 3 and week 13 of the semester you will receive an email reminder when there is a new survey for you to complete.

Notes:

You may be asked to submit more than one course survey if more than one of your courses has been included in the survey plan for your institution. They will be in the dropdown menu on the Progress Survey tab.

Watch the [Two Minute Tip on completing a progress survey](#) for a demonstration of this feature.

Raise a Flag, Indoor Referral for one of your students

4. Click the Tracking item button that you want (Flag, Kudo, or Referral)

5. A list of various options for the Flag, Referral or Kudos will be displayed based on your

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6. Select the desired item from the list.

7. If relevant, select a course from the Course

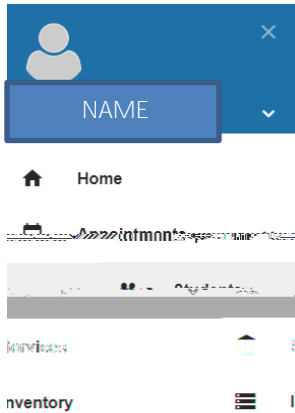
Context drop down list and enter the

What Do I see in the Student Folder?

When

More information on NOTES menu item [this is a one](#)

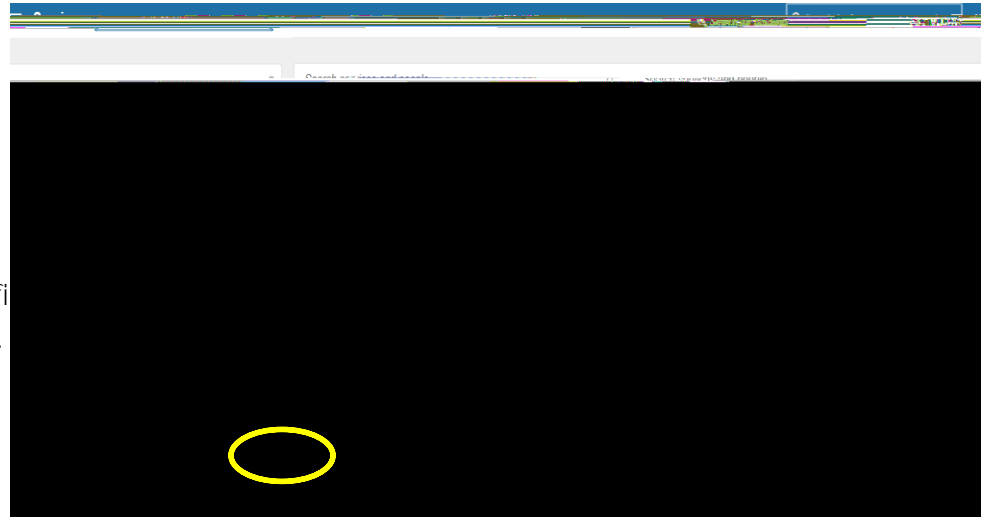
Other Menu Items on faculty/staff menu:



Services:The services menu item simply lists services available to students on campus. You can search for services or scroll through to find a description and contact information for each service

1) This is a good way for the person working with the student to recommend on campus and provide website information or contact information.

2) You can click on the 'Y' to be able to view the profile or view website. The profile will also provide a phone number and location of the services.

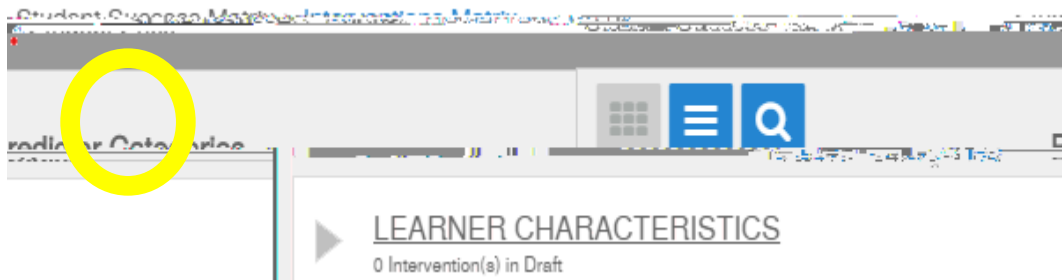


3) Students also have services listed when they login to Starfish the ability to search and view the items.

Inventory:The intervention inventory is available only to Faculty/staff users. The Student does not see inventory. This includes a number of interventions available at Murray State University.

1) While the inventory refers to interventions, Murray State views these interventions more as a resource available to help students. For example, when a student mentions they may need help financially, faculty or staff member might access Starfish and Inventory from the main menu.

2) You can view all interventions (list view) or resources by clicking hamburger or 3 lines



3) A full list of all current interventions or resources available will show.

the student. If it is the right fit then the faculty/staff member should share the key details with the student but not print the intervention to give to the student.

- 7) Students do not have access to the inventory. They cannot search it, but faculty and staff members may search it on behalf of students and share relevant information.
- 8) These interventions are not the only interventions, resources or services available throughout Murray State University. Interventions submitted thus far. Any departments and/or service location interested in submitting an intervention or service is encouraged to email msu.success@murraystate.edu