Instructor/Advisor Training

Author's Name • Date

Starfish by HOBSONS

The Star Thrower

A man saw a boy collecting starfish and gently throwing them into the ocean.

“The tide is going out. If I don’t throw them back, they’ll die,” explained the boy.

“But look,” the man said. “There are miles and miles of beach and hundreds of starfish!”

The boy picked up another starfish, threw it into the surf, smiled at the man, and said:

“I made a difference for that one.”

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Adapted from a story by Loren Eiseley

Who's in the room?

Please introduce yourself by sharing your name, your role at the institution, and your level of experience with Starfish.

Objectives

In this training you will learn:

- How Starfish supports our retention initiatives
- What role you play in this initiative
- How to login and navigate Starfish
- How instructors and advisors will raise and manage alerts
- Where to go for resources/support

Training Agenda

Our Team	• Who's Involved
Our Initiative	• Measuring Success
Our System	• Overview/Benefits • Expectations & Workflow • Hands on Tour
Wrap Up	• Resources & Support

Our Team

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Executive Sponsor:

Functional Lead:

Technical Lead:

Faculty Liaison:

Other members of our team:

Our Starfish Implementation Team

Our Initiative

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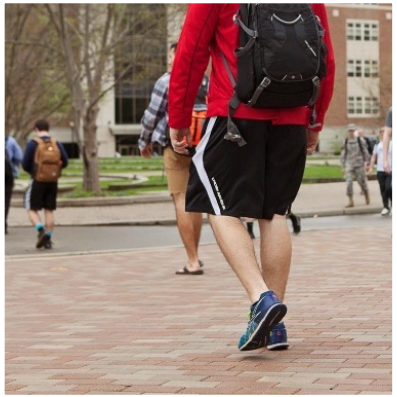
How Will We Measure Success?

Short Term Goals

- Adoption of Starfish
- Increased office proficiencies
- Engagement
- Successful course completion

Longer Term Goals

- Year-to-year persistence
- Certificate/Degree Attainment



Our Starfish System

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Key Benefits for Faculty & Staff

- Access useful information on your students on one screen
- Easily share your concerns with the right people at the right time
- Quickly provide feedback on students and help connect them with services
- Easily record outcomes on student meetings
- Understand predicted retention and how to address risk
- Communicate with students individually or in groups
- Provide positive reinforcement of successful behaviors
- Socialize the breadth of available interventions available on campus

Specific Expectations

Faculty

- Notify your class that you're using Starfish
- Raise flags when appropriate
- Submit progress surveys when available
- Include specifics and next steps for student when applicable

Advisors/Coaches

- Access students in Starfish
- Record follow up actions in Starfish:
  - Add notes
  - Schedule appointments/record outcomes
  - Clear flags
  - Close the loop

Students

- Respond to email notifications when flagged
- Contact appropriate support office(s)
- Follow through with Instructor and/or support staff recommendations

Everyone

- Complete your Starfish profile
- Explore Starfish system and respond to user feedback surveys as requested
- Refer to training materials provided

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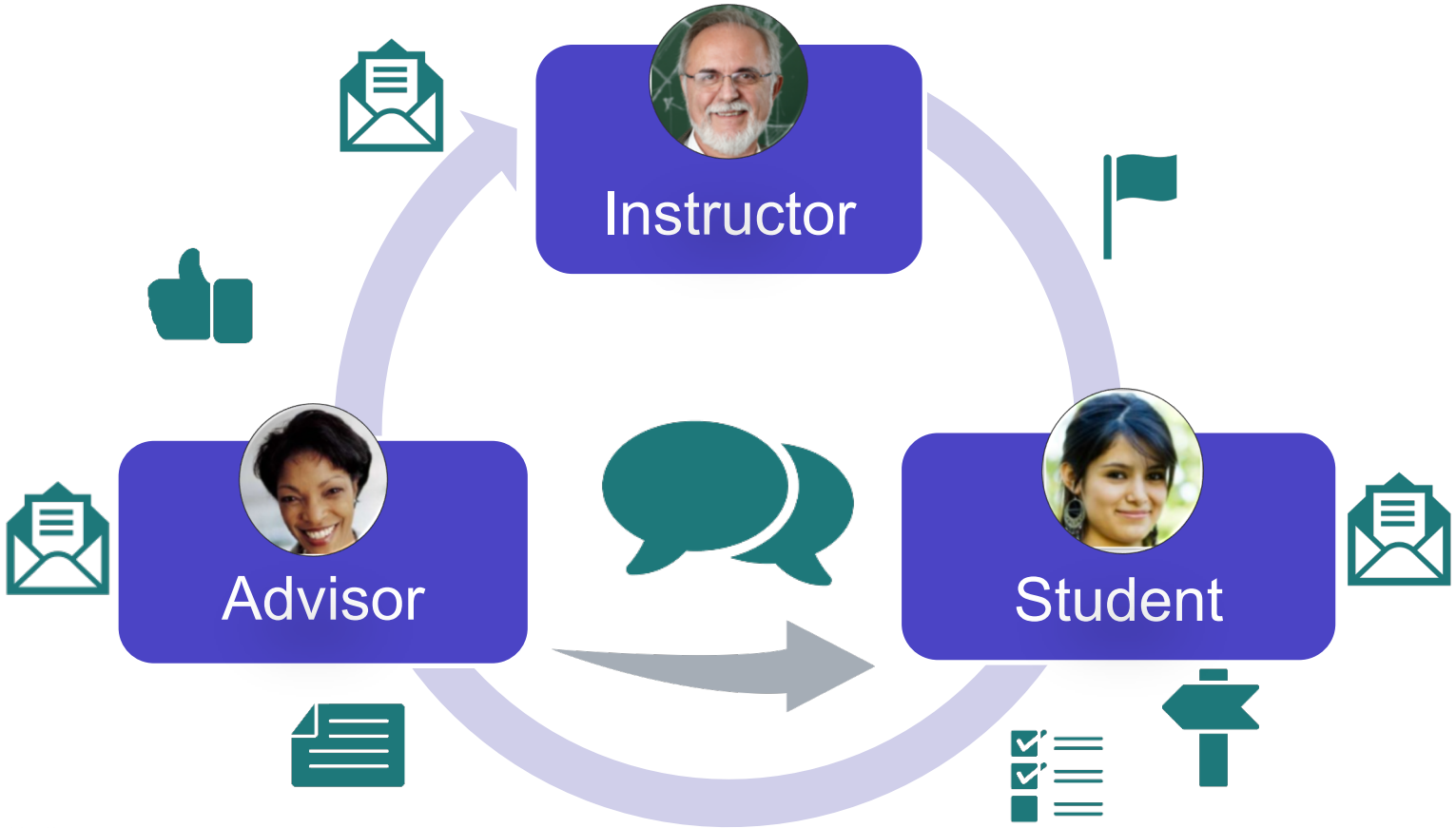
Workflow

Early Alert Workflow



Starfish

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Our Tracking Items

Tracking Item Name	Raise this when your student(s) is/are/has:	What will happen when raised	
		Email	Outreach
Attendance Concern Flag	not attending class regularly	X	
In Danger of Failing Flag	in jeopardy of failing the class	X	X
Non Attendance/No Show Flag	never attended your class	X	X
Recommendation to Withdraw Flag	unable to successfully complete the course (prior to withdrawal date)	X	X
Missing/Late Assignments	has outstanding coursework	X	
Kudos	doing well in the course	X	

Hands-On Tour: Let’s dive in!

Login to Starfish

- *[Insert instructions/screenshots on how and where to login to Starfish]*

Hands-On Tour Agenda

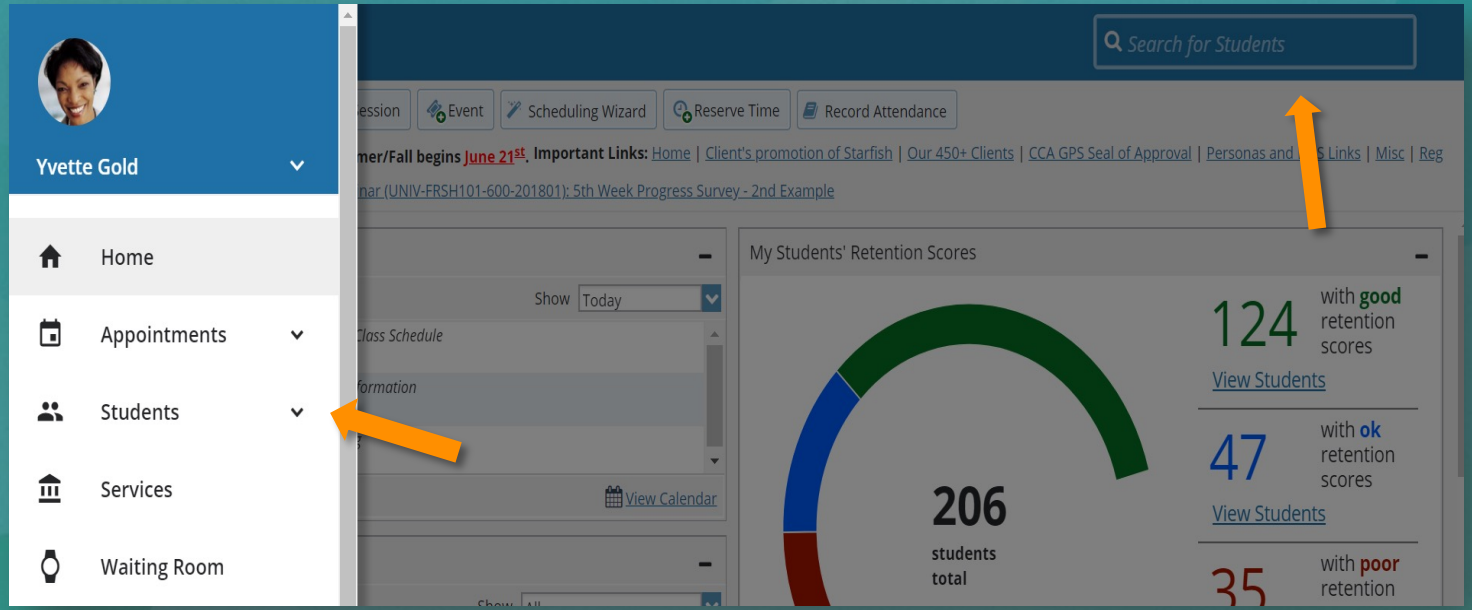
Your View

- Homepage
- Progress Survey
- Students List (filter)
- Student Folder - Info, Courses
- Close the Loop
- Add Office Hours
- Appointment Outcomes
- Profile – Institutional, Appointment Preferences, Email Notifications

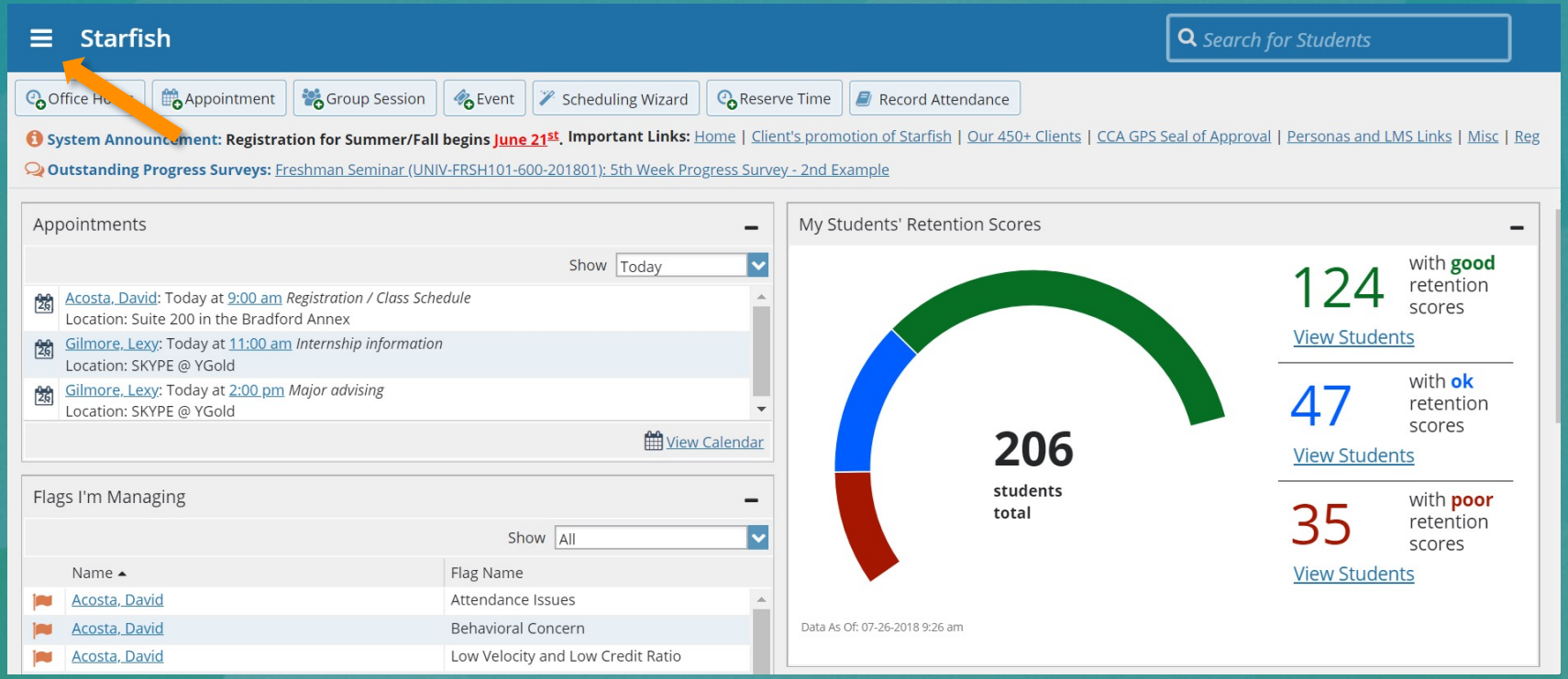
Student View

- Student Homepage
- My Success Network

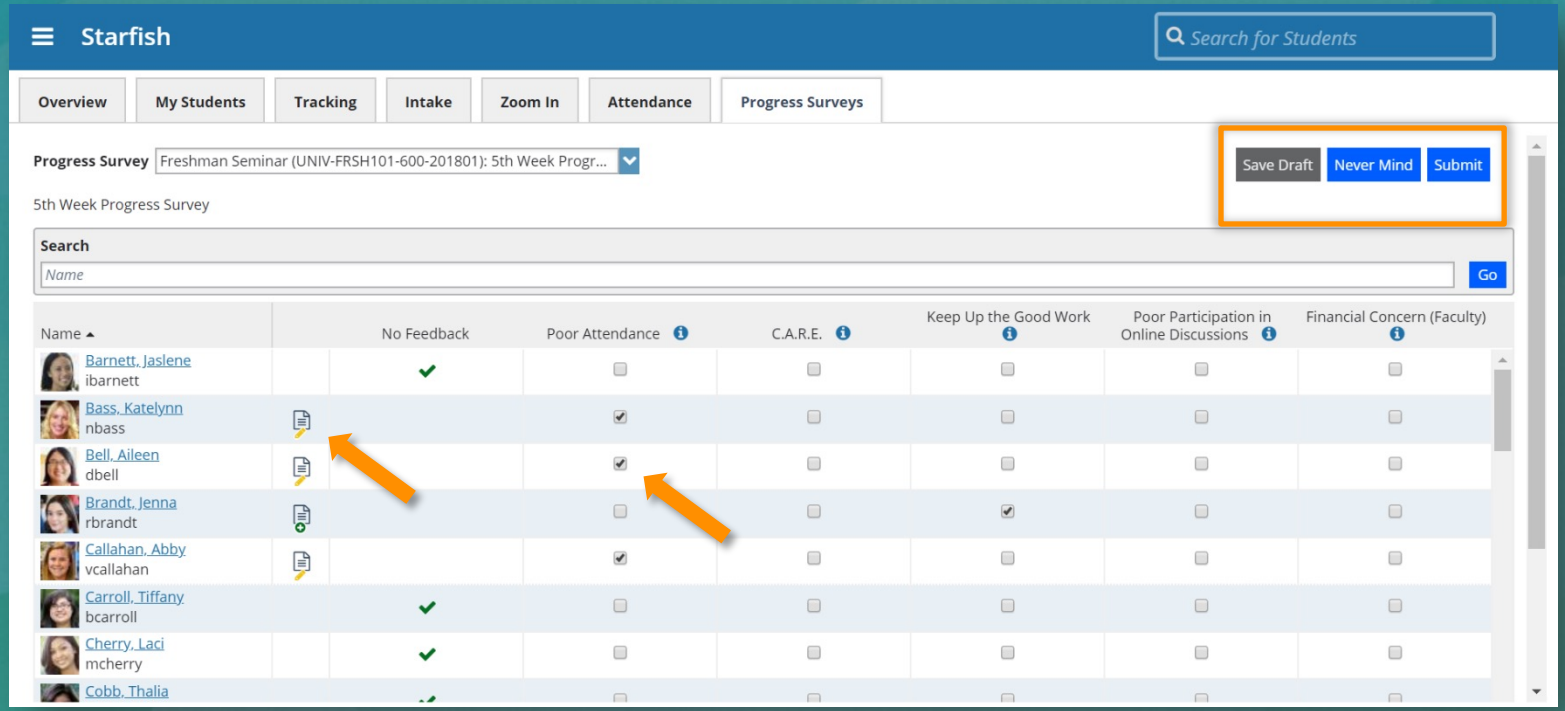
Starfish Navigation



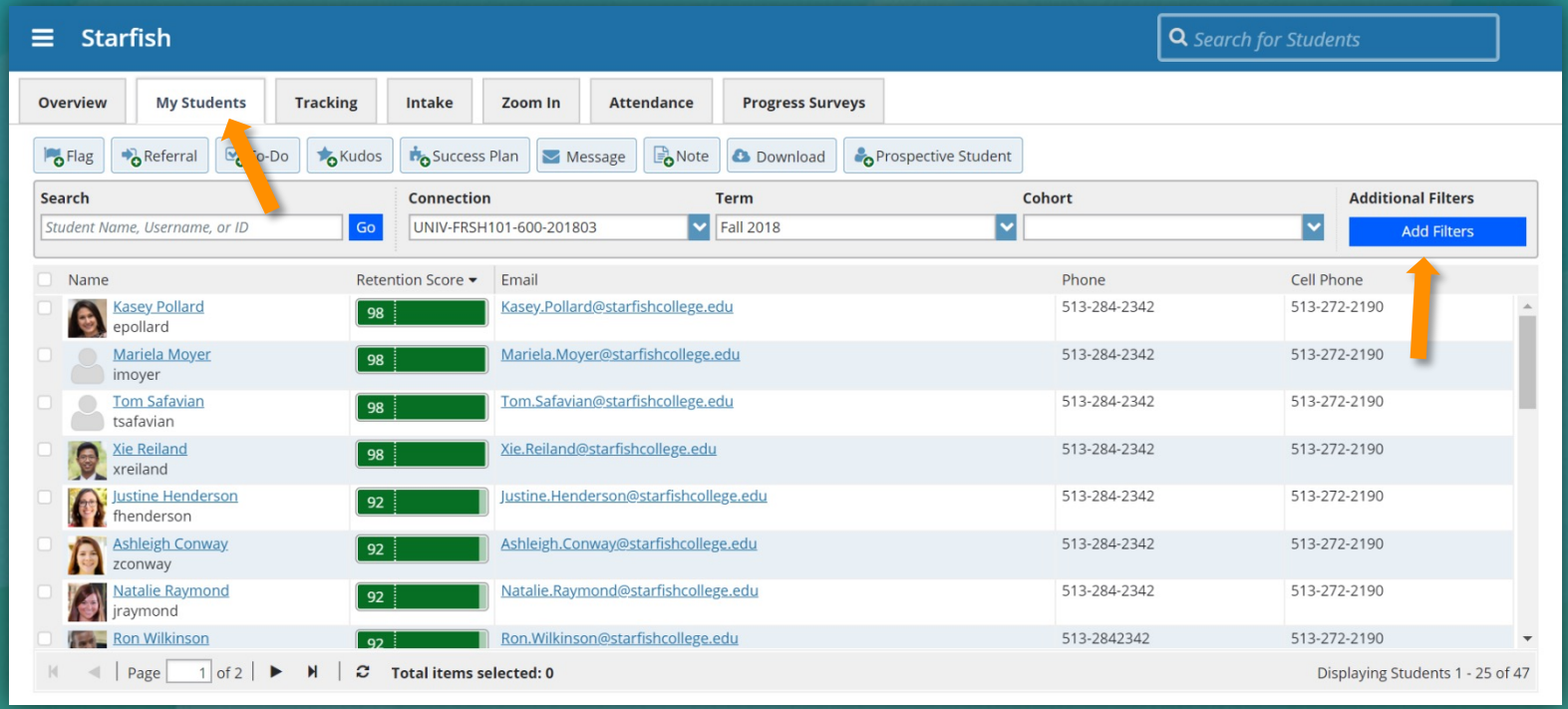
Starfish Homepage



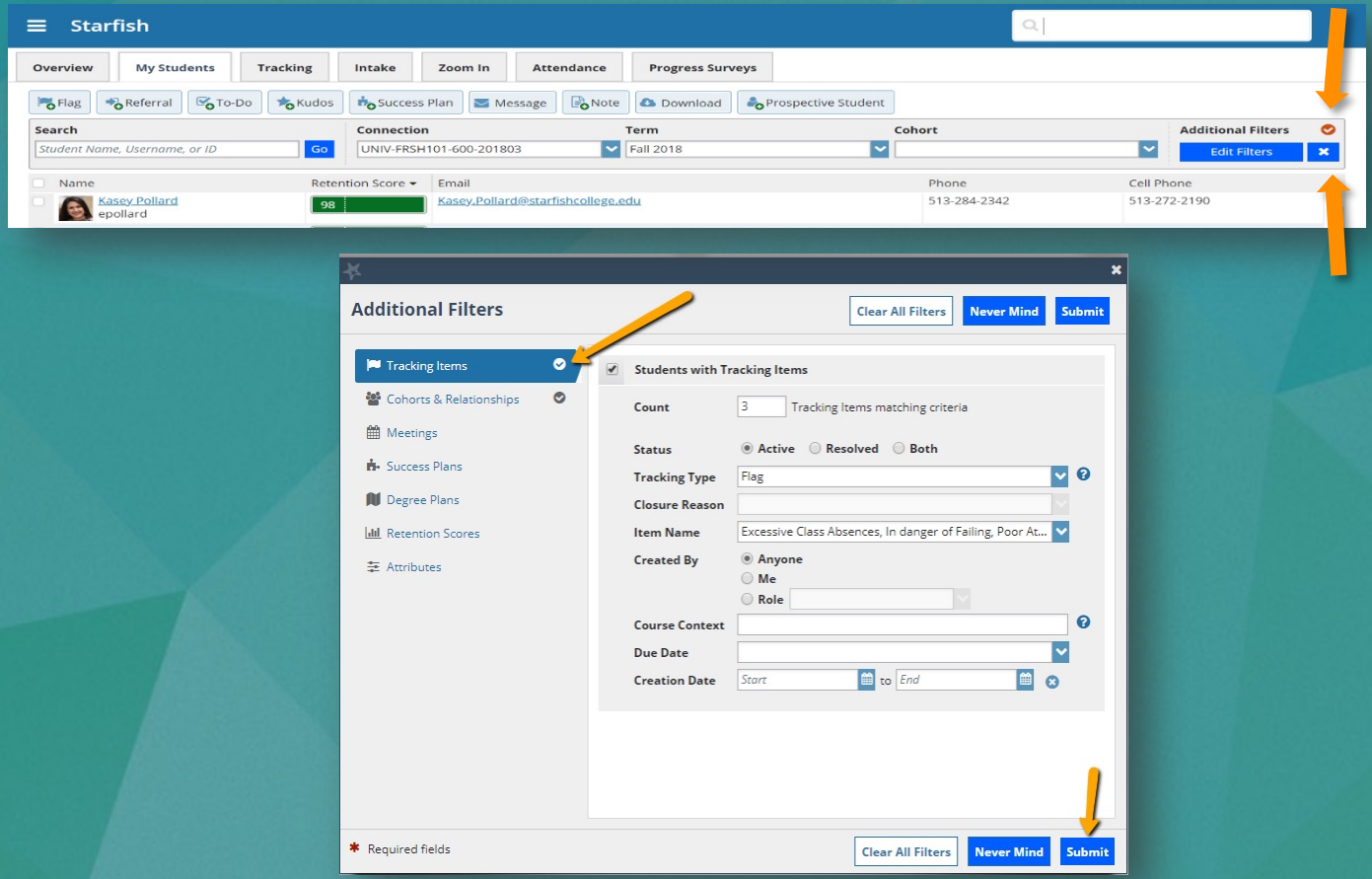
Respond to a Progress Survey



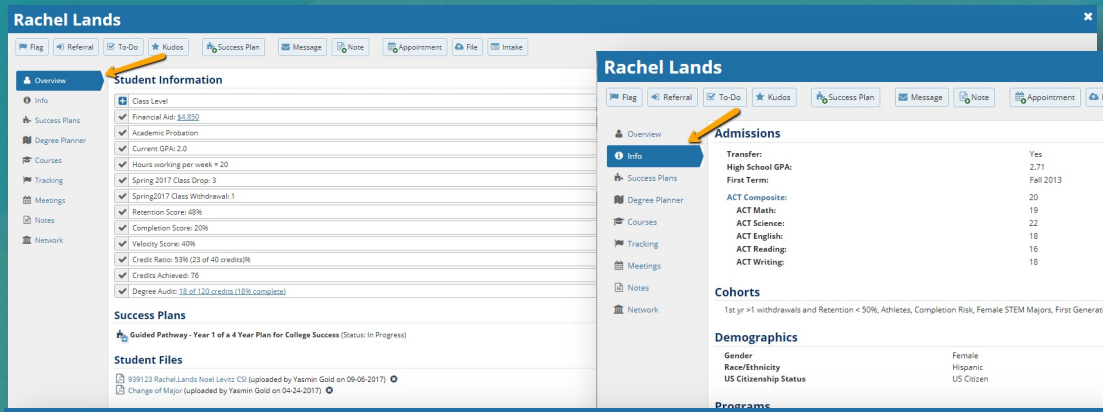
My Students List

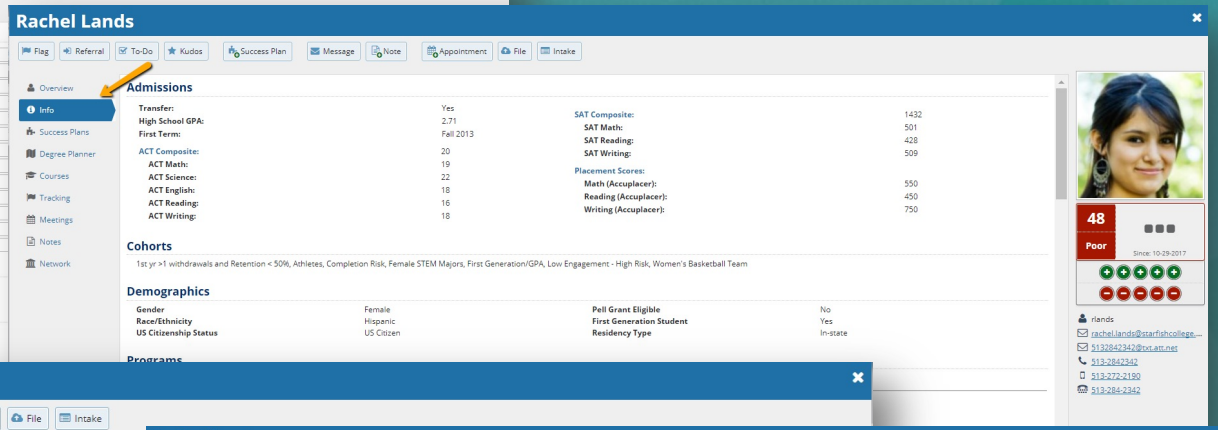


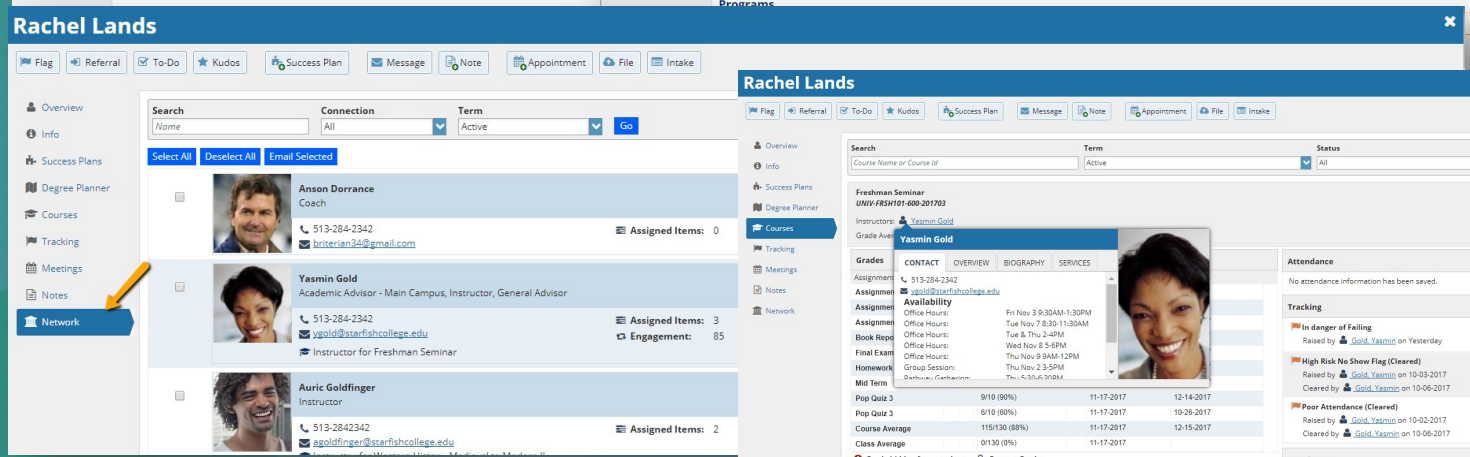
Filtering the Students List

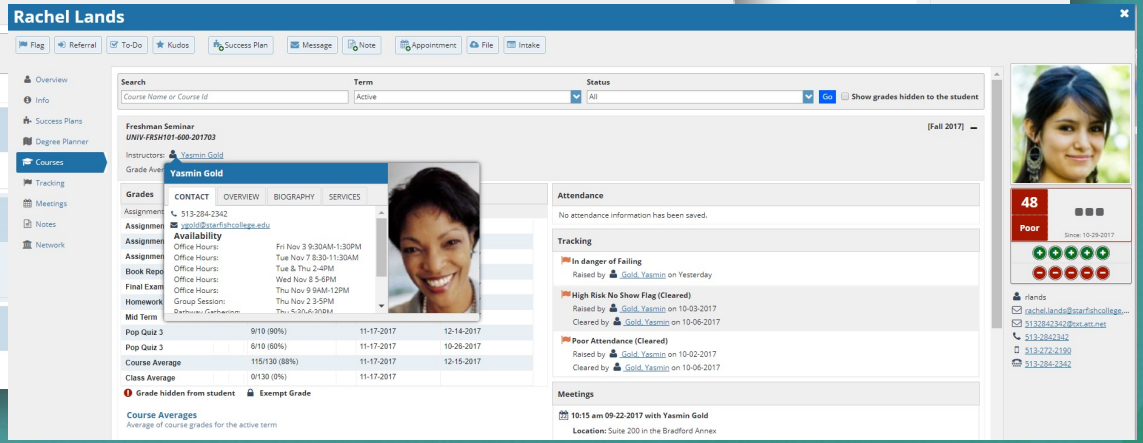


Student Folder

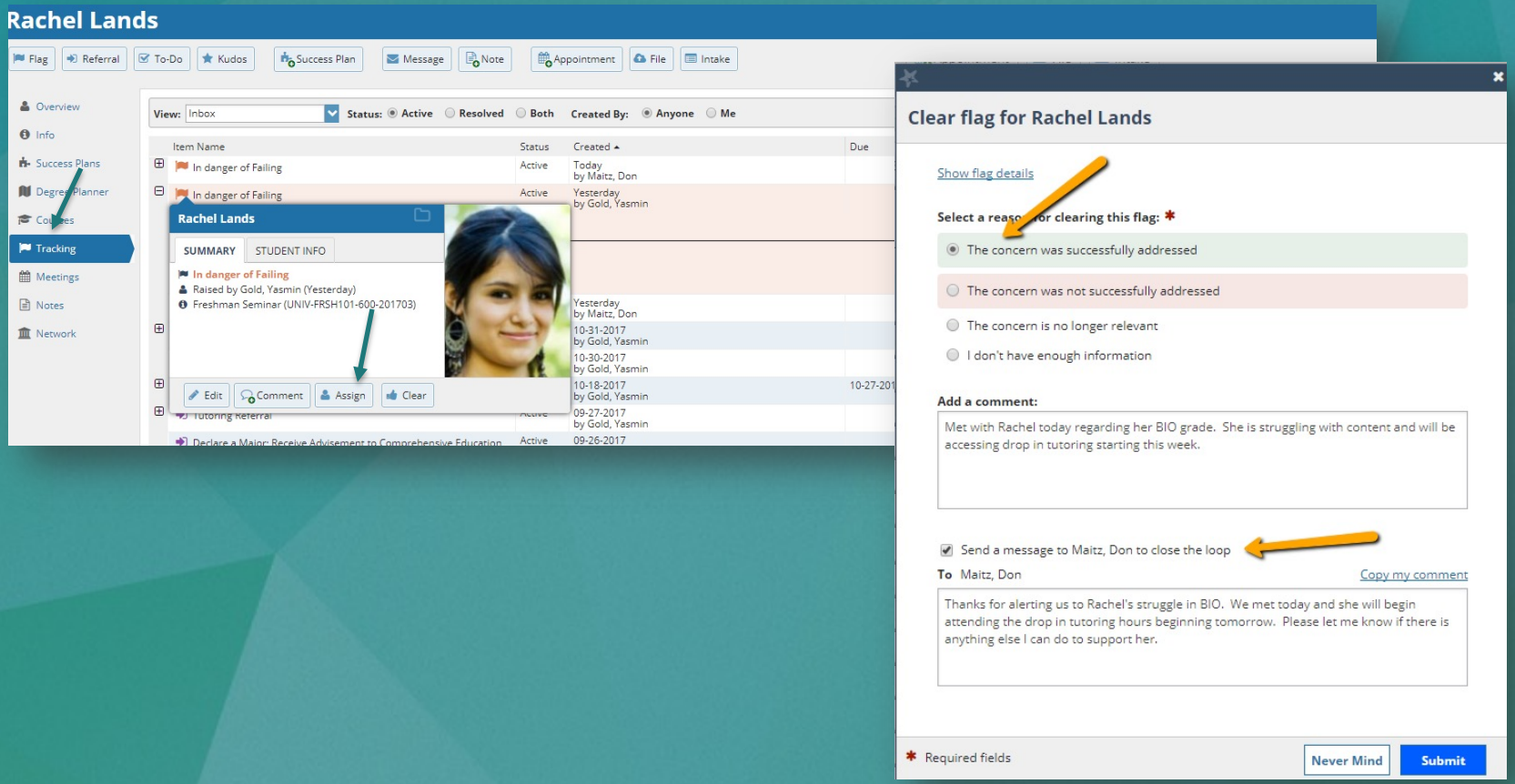




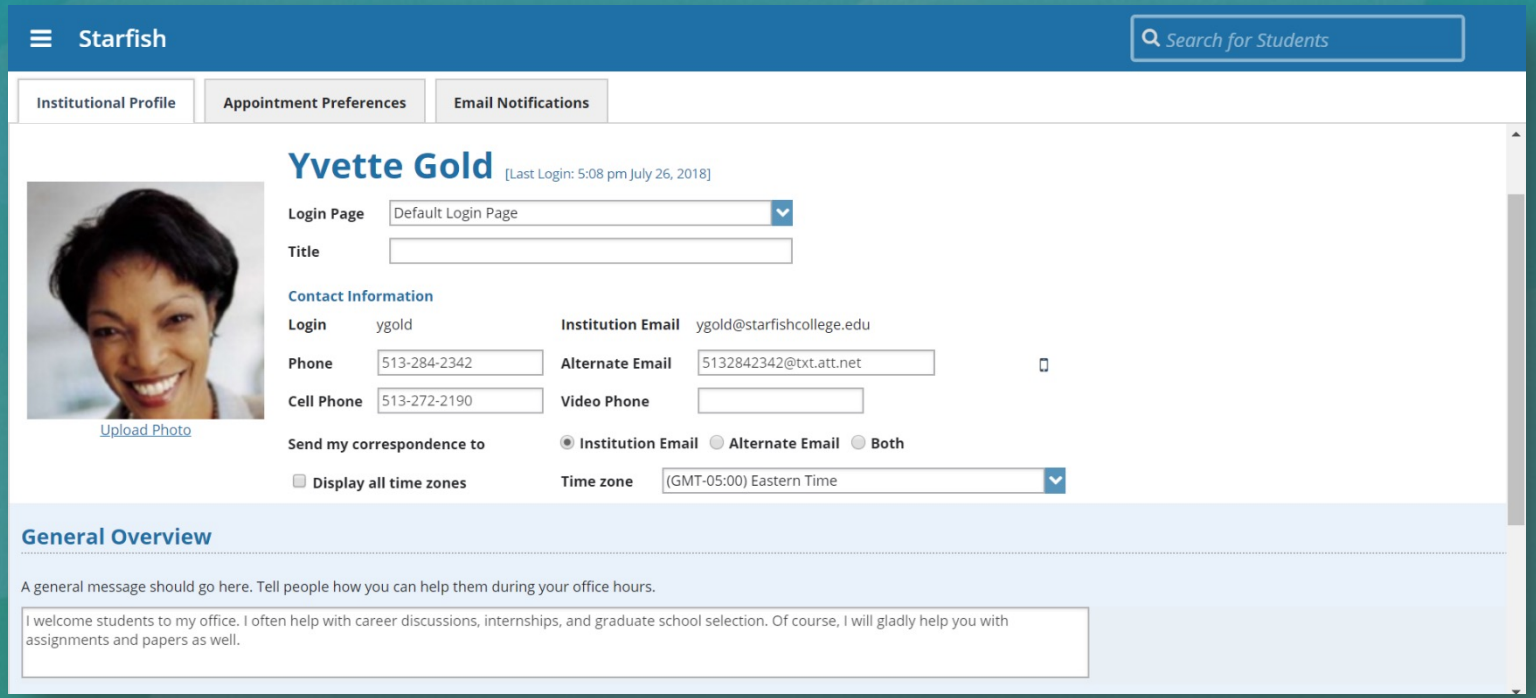




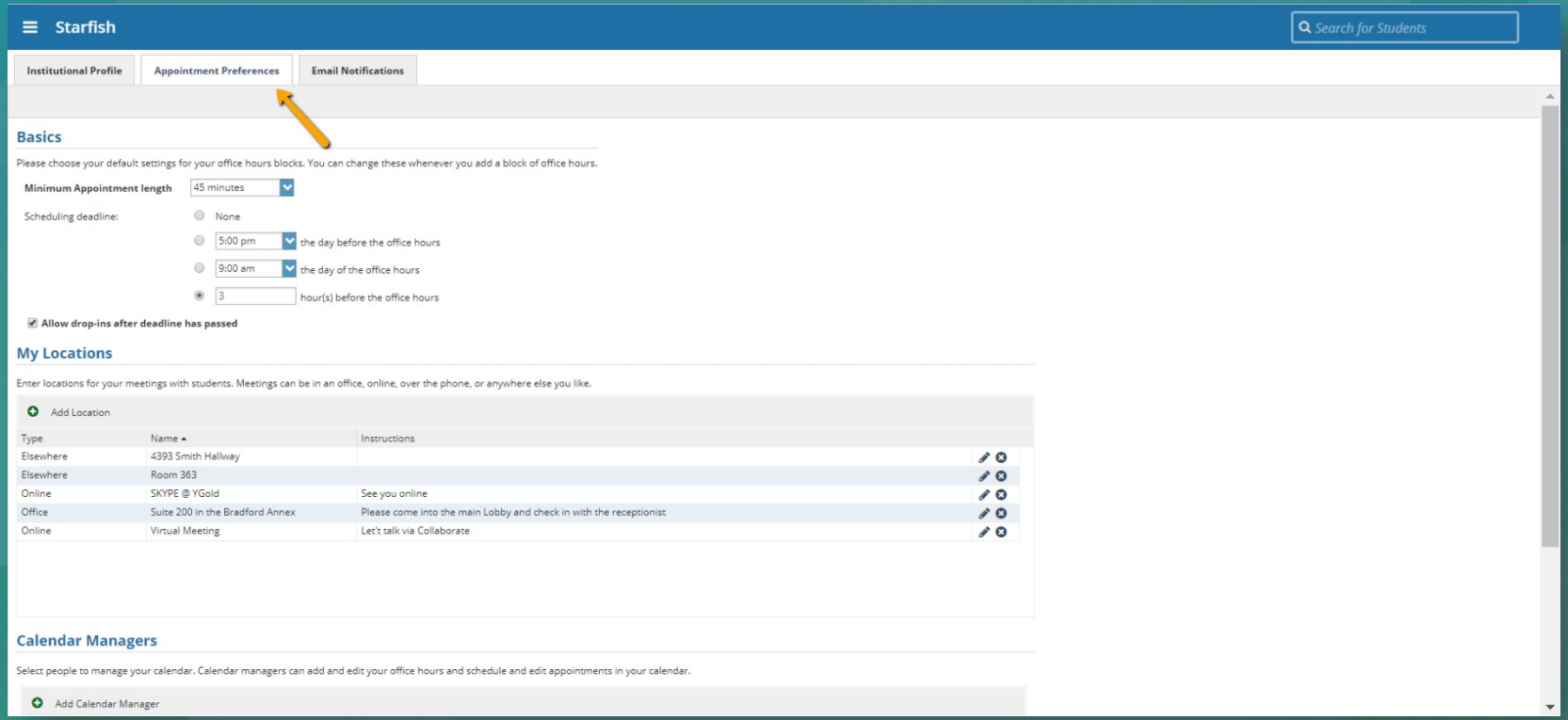
Close The Loop



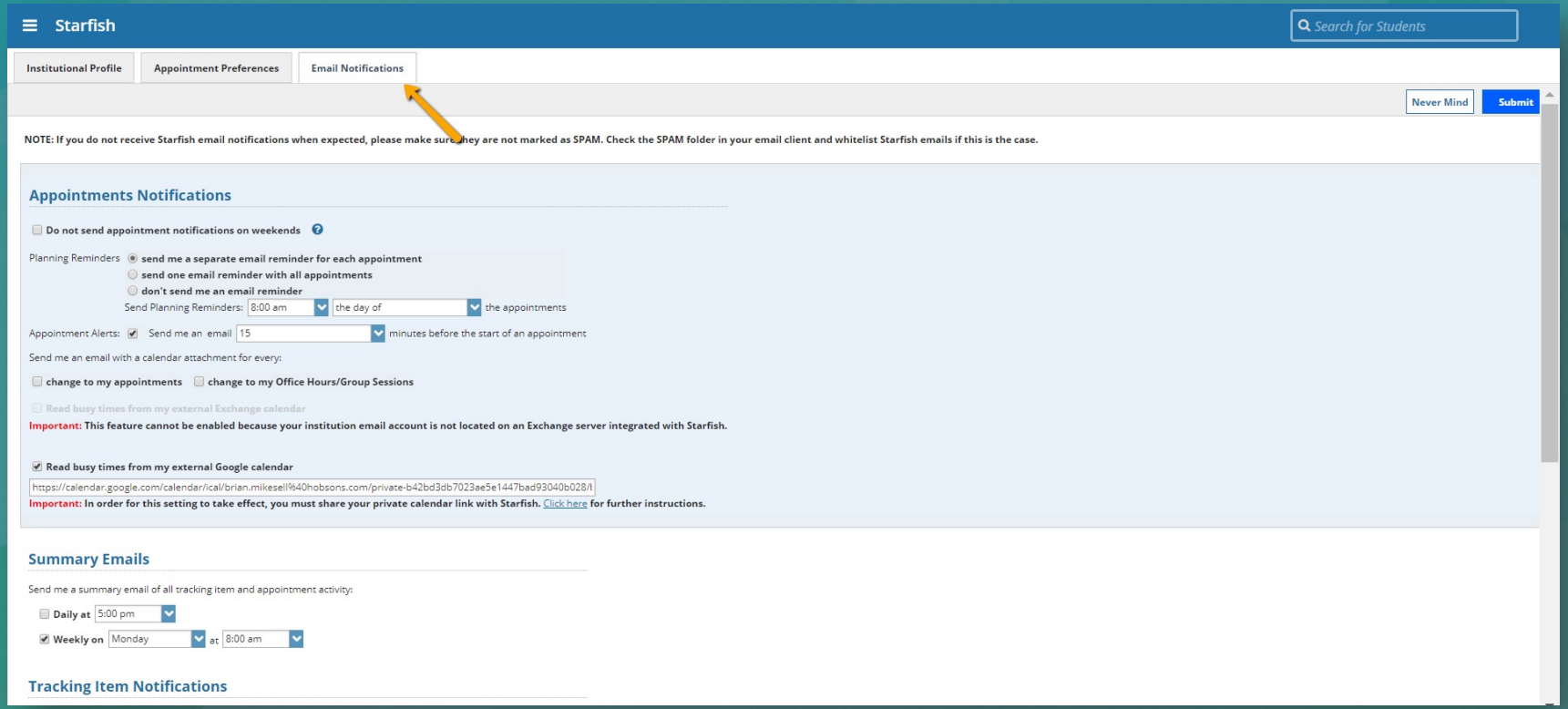
Your Starfish Profile



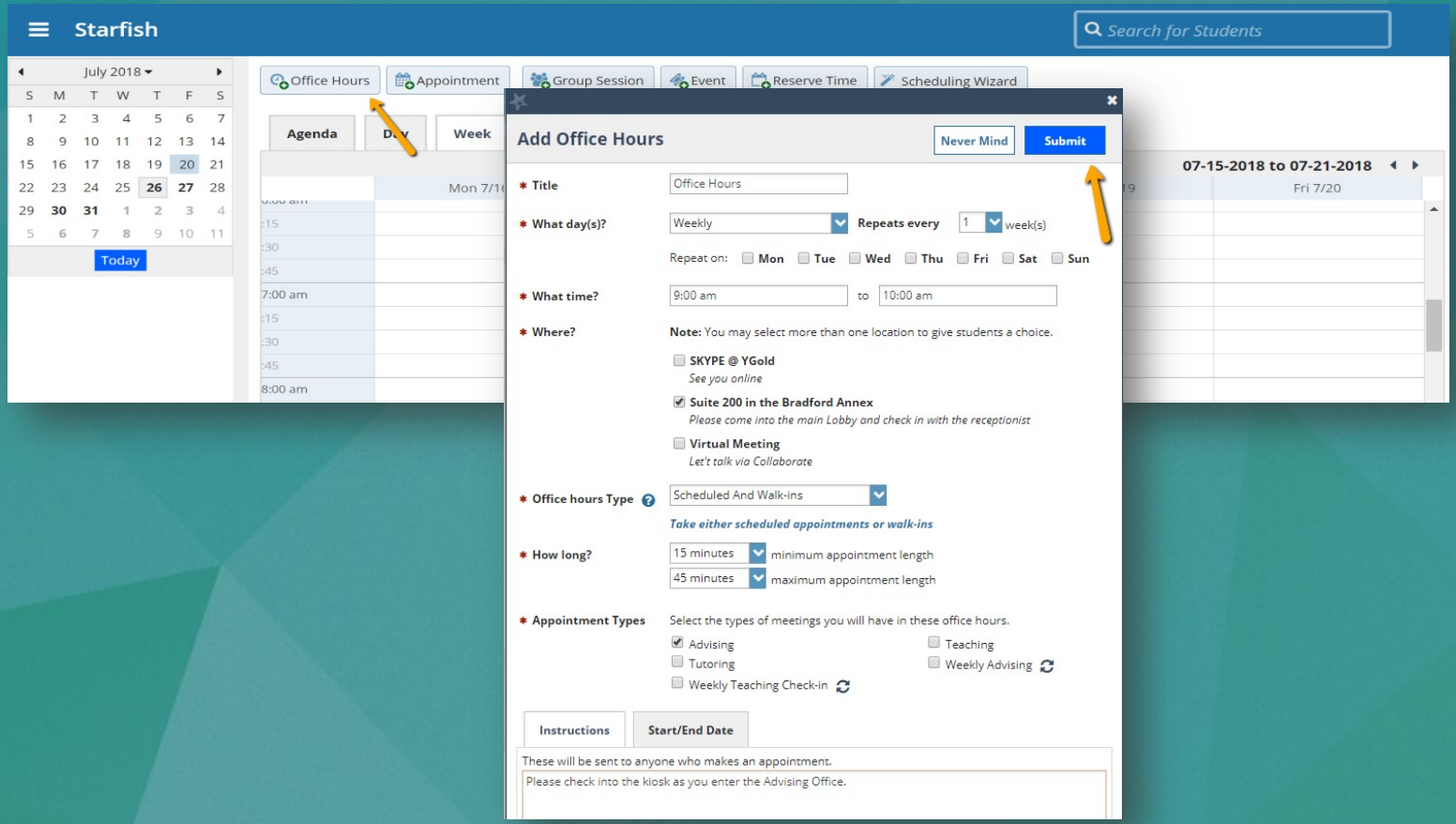
Profile: Appointment Preferences



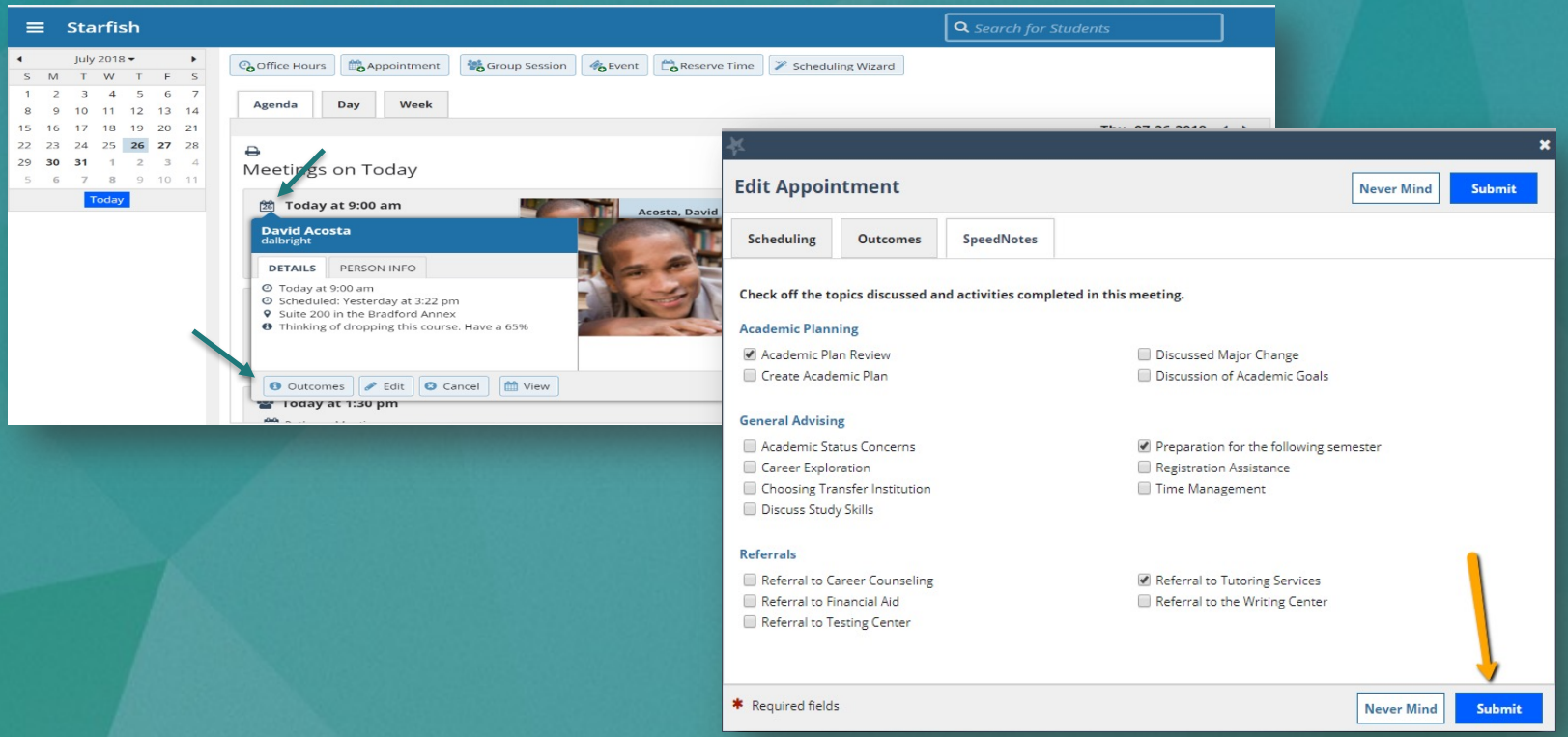
Profile: Email Notifications



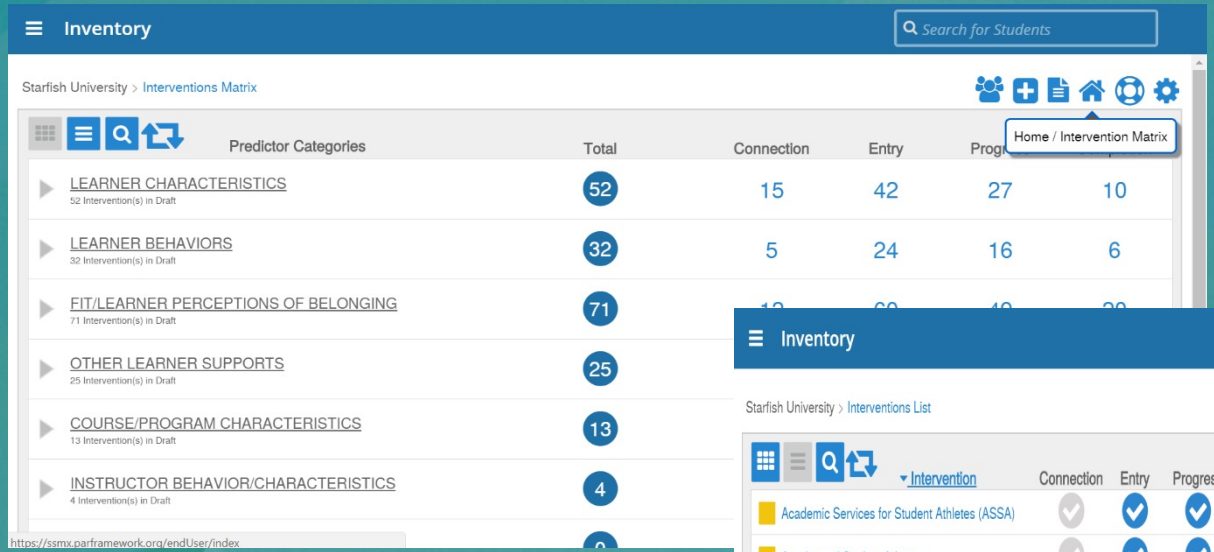
Add Office Hours

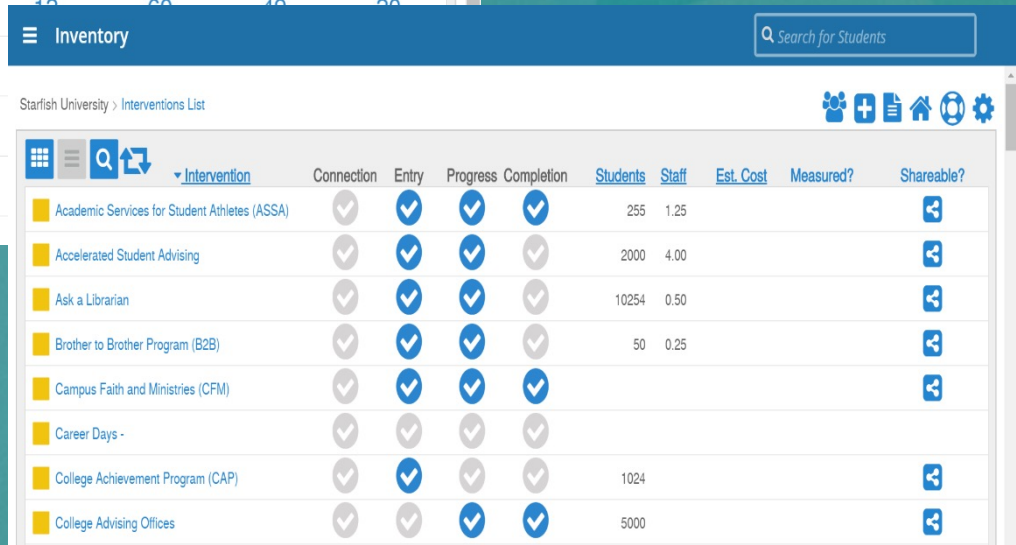


Appointment Outcomes & SpeedNotes



Intervention Inventory





Student View

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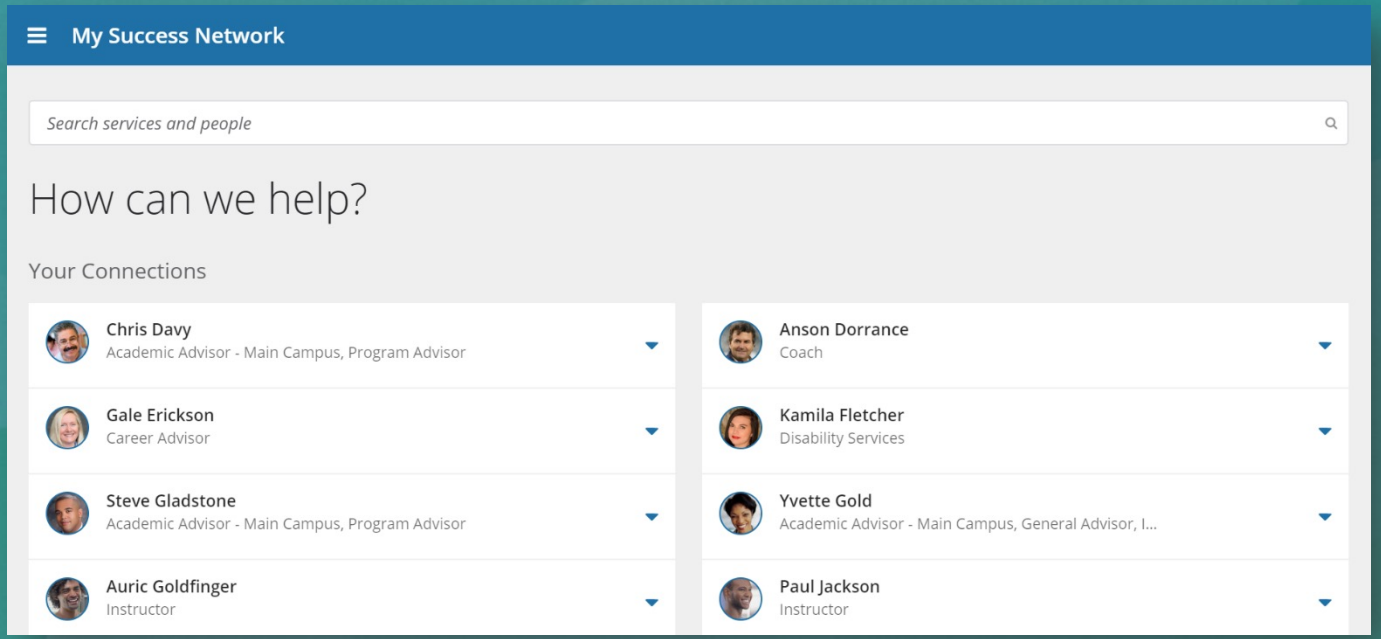
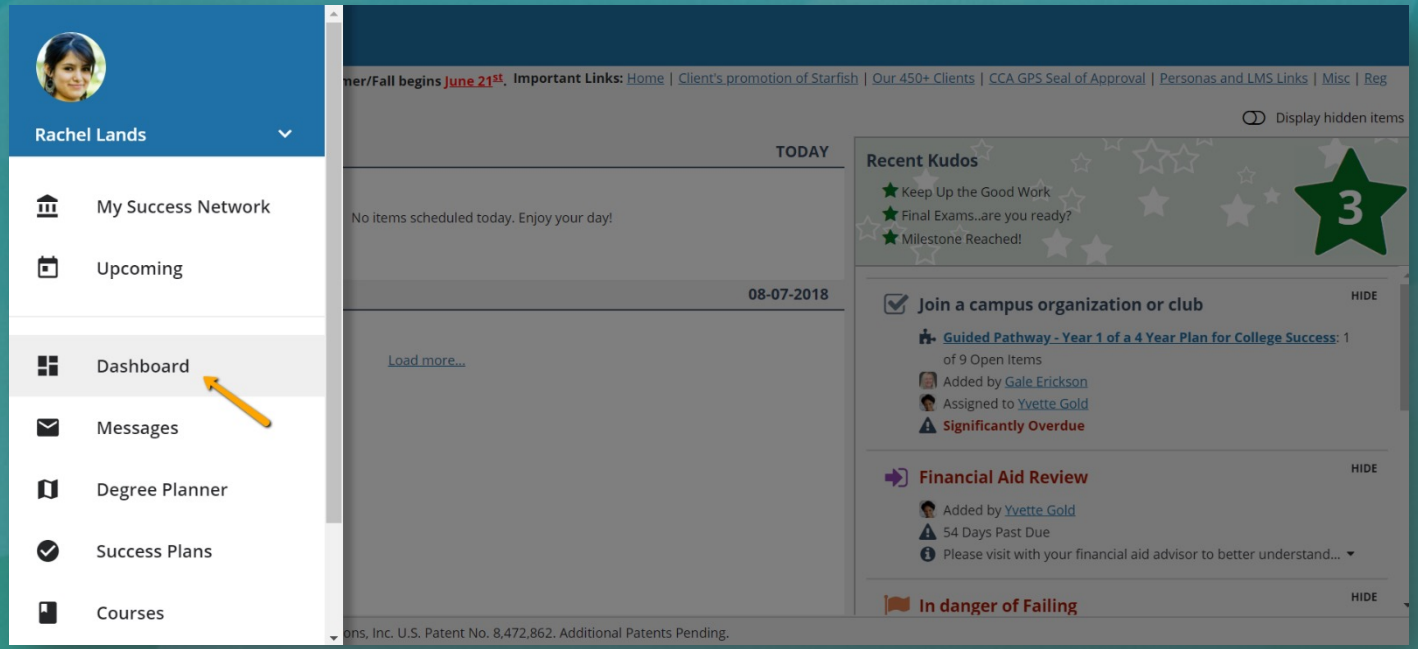
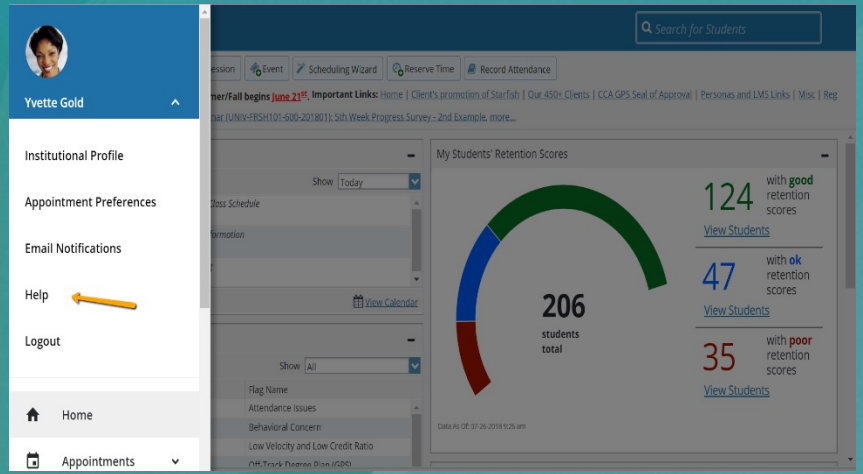
Student View: Homepage / Success Network



Student View: Dashboard



Resources and Support



- Institutional Starfish Website: www.starfish@yourschool.edu
- System Administrator:
  - Contact Name, email address, phone extension
- Starfish YouTube channel: https://www.youtube.com/playlist?list=PLrISg2rzQL5bIWqr07FVdPbOZ_Gir_HCx

Thank you | Questions
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