# Instructor/Advisor Training

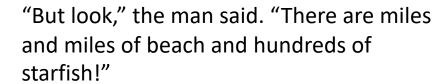
Author's Name • Date



#### 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.



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

"I made a difference for that one."





### 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



**Executive Sponsor:** 

**Functional Lead:** 

**Technical Lead:** 

Faculty Liaison:

Other members of our team:

Our Starfish Implementation Team

## Our Initiative



#### 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



# 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

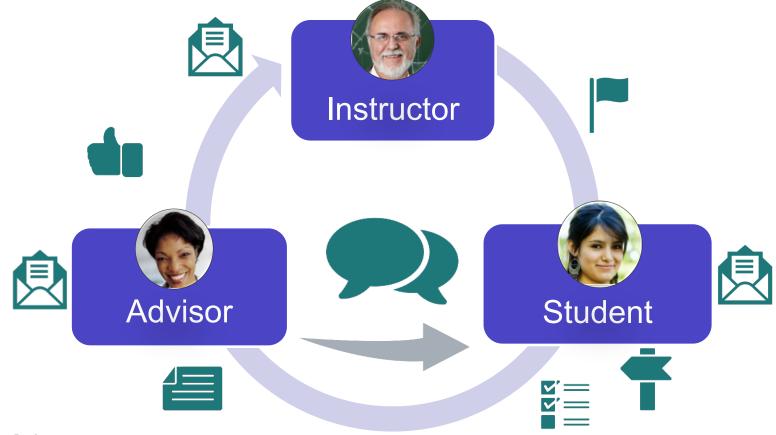
- Respond to email notifications when flagged
- Contact appropriate support office(s)
- Follow through with Instructor and/or support staff recommendations

#### Everyone

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



### Early Alert Workflow





### 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

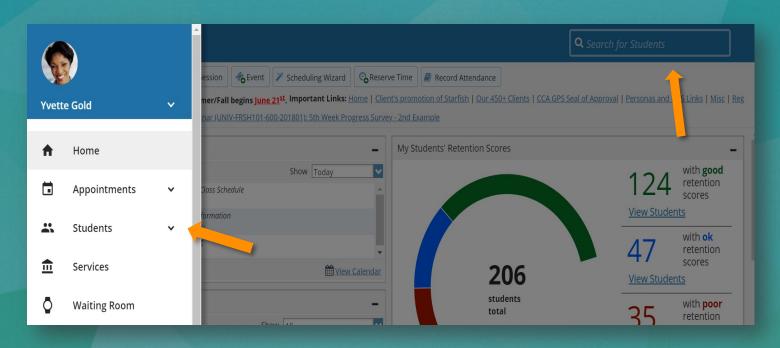
# Your View

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

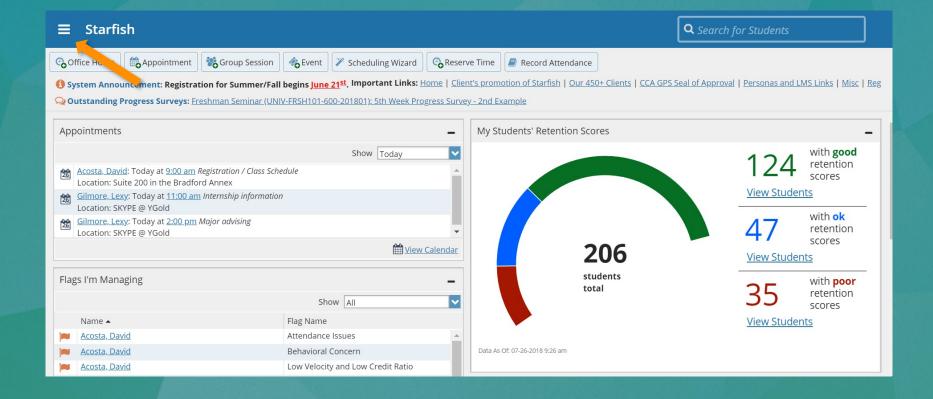
# Student View

- Student Homepage
- My Success Network

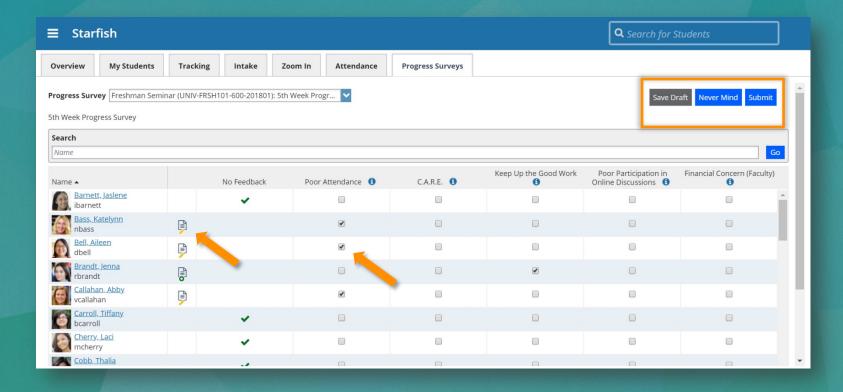
# Starfish Navigation



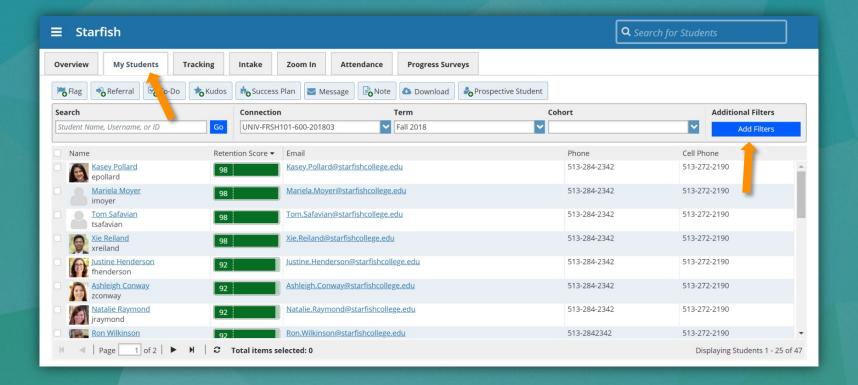
# Starfish Homepage



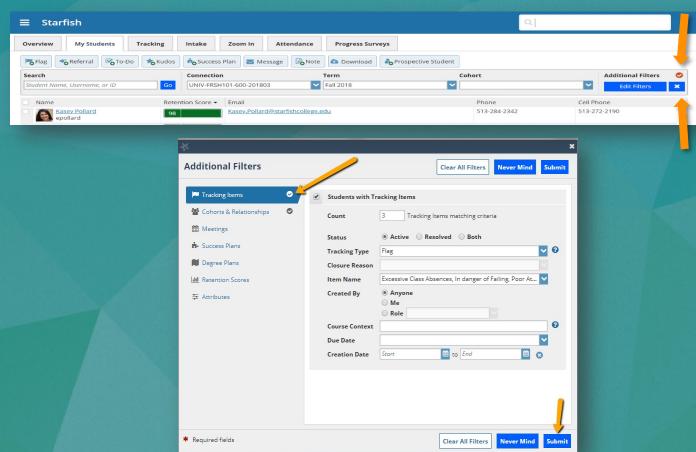
# Respond to a Progress Survey



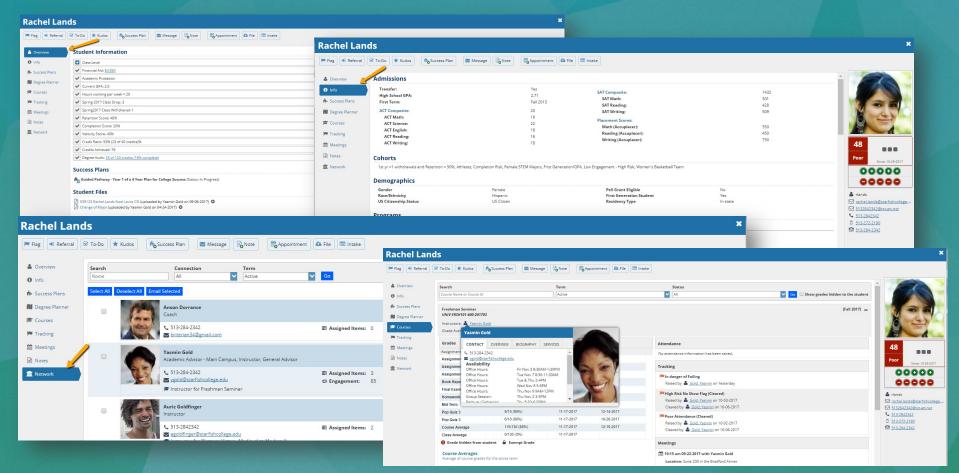
# My Students List



# Filtering the Students List



## Student Folder



# Close The Loop

#### **Rachel Lands** Flag → Referral ☑ To-Do ★ Kudos Success Plan ■ Message Note A Overview Status: Active Resolved Both Created By: Anyone Me View: Inbox Clear flag for Rachel Lands 1 Info Item Name Status Created -Due - Success Plans Active Show flag details by Maitz, Don ☐ In danger of Failing Active Yesterday by Gold, Yasmin Select a reaso for clearing this flag: \* **Rachel Lands** ■ Tracking SUMMARY STUDENT INFO The concern was successfully addressed In danger of Failing Meetings Raised by Gold, Yasmin (Yesterday) The concern was not successfully addressed Notes Freshman Seminar (UNIV-FRSH101-600-201703) Yesterday by Maitz, Don The concern is no longer relevant 10-31-2017 m Network by Gold, Yasmin I don't have enough information 10-30-2017 by Gold, Yasmin 10-18-2017 10-27-20 Comment & Assign de Clear by Gold, Yasmin Add a comment: 09-27-2017 Met with Rachel today regarding her BIO grade. She is struggling with content and will be Declare a Major: Receive Advisement to Comprehensive Education Active accessing drop in tutoring starting this week. Send a message to Maitz, Don to close the loop To Maitz, Don Copy my comment Thanks for alerting us to Rachel's struggle in BIO. We met today and she will begin attending the drop in tutoring hours beginning tomorrow. Please let me know if there is anything else I can do to support her.

\* Required fields

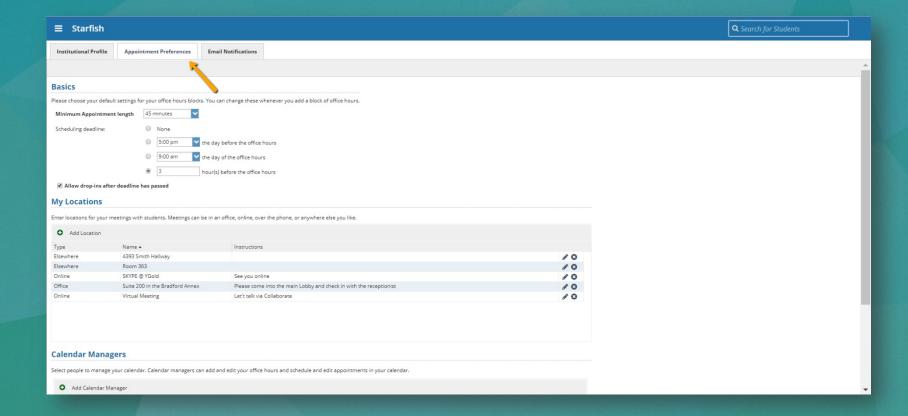
**Never Mind** 

Submit

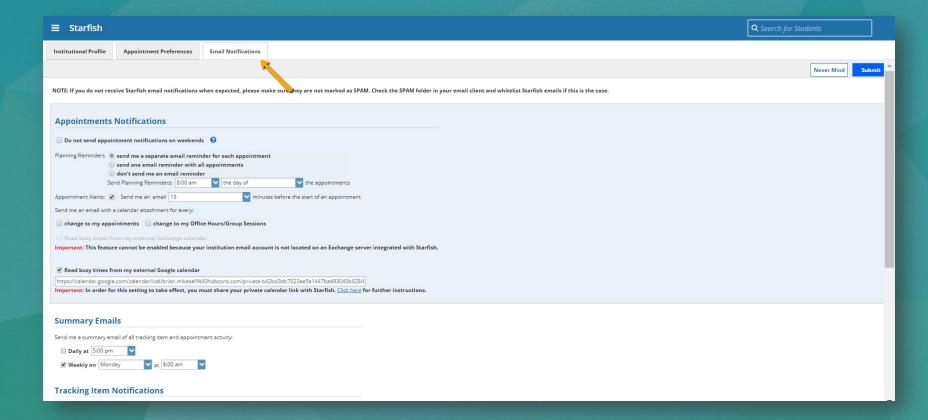
## Your Starfish Profile

<b>≡</b> Starfish			<b>Q</b> Search for Students	
Institutional Profile App	ointment Preferences Email Notif	cations		
Yvette Gold [Last Login: 5:08 pm July 26, 2018]				
	Login Page Default Login Page	▼		
	Title			
	Contact Information			
1	<b>Login</b> ygold	Institution Email ygold@starfishcollege.edu		
	Phone 513-284-2342	Alternate Email 5132842342@txt.att.net		
	<b>Cell Phone</b> 513-272-2190	Video Phone		
<u>Upload Photo</u>	Send my correspondence to	Institution Email		
	Display all time zones	Time zone (GMT-05:00) Eastern Time		
General Overview				
A general message should go here. Tell people how you can help them during your office hours.				
I welcome students to my office. I often help with career discussions, internships, and graduate school selection. Of course, I will gladly help you with assignments and papers as well.				

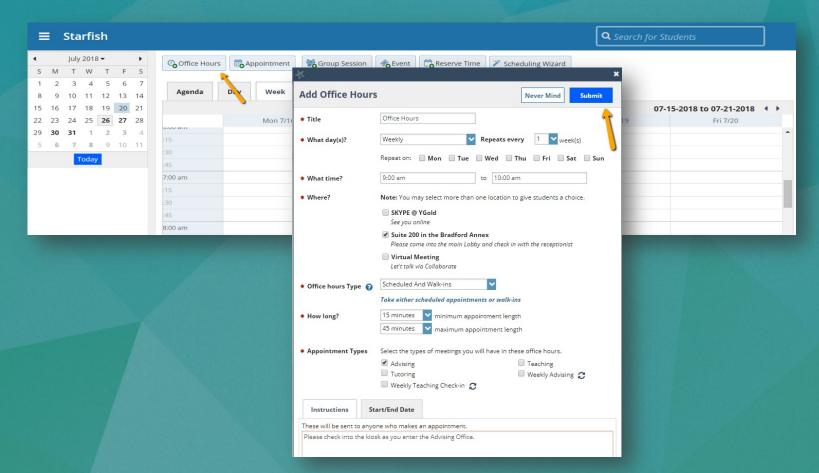
# Profile: Appointment Preferences



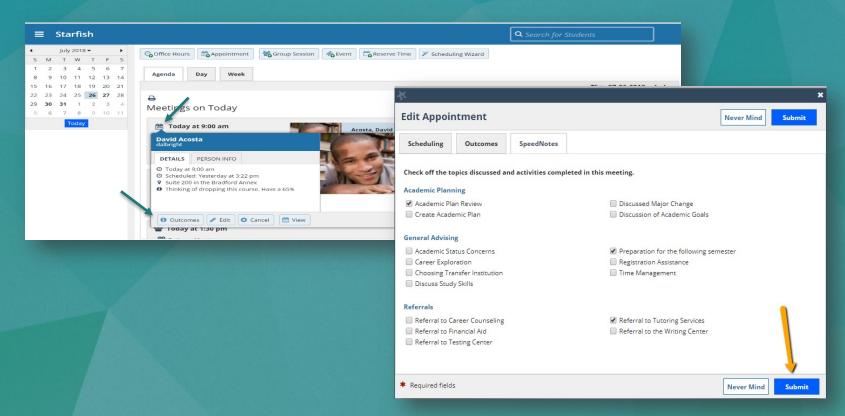
## Profile: Email Notifications



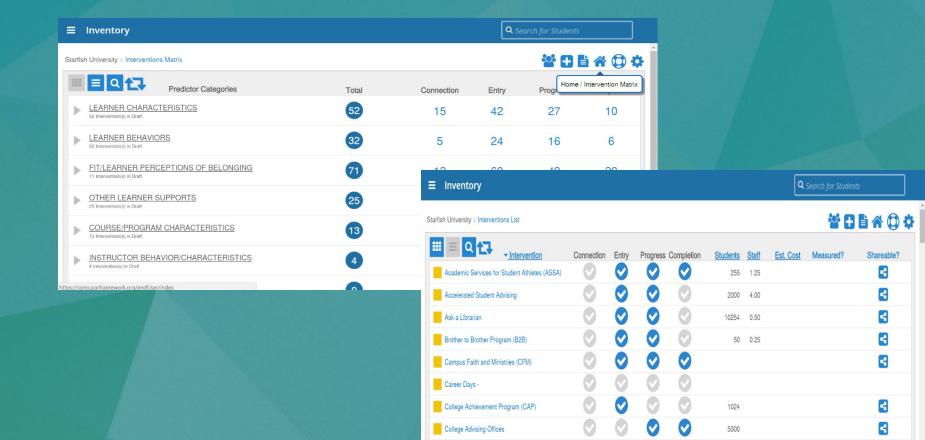
## Add Office Hours



# Appointment Outcomes & SpeedNotes

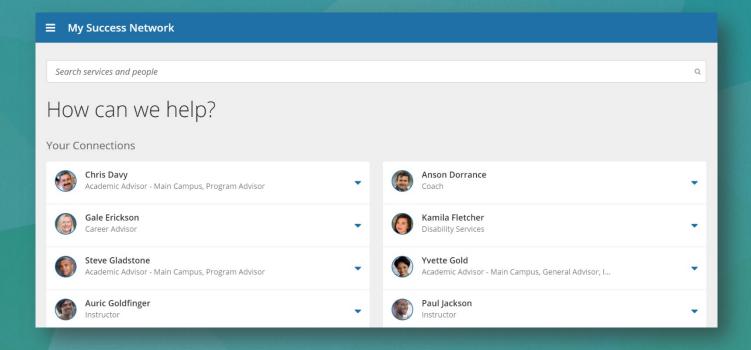


# Intervention Inventory

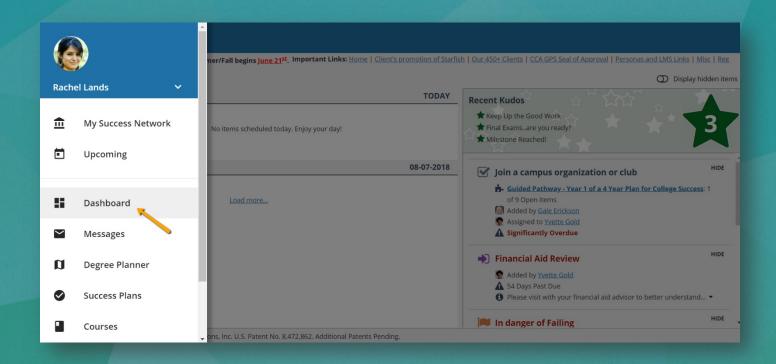




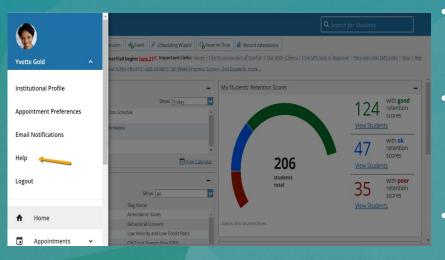
# Student View: Homepage / Success Network



### Student View: Dashboard



# Resources and Support



- Institutional Starfish Website: <a href="mailto:www.starfish@yourschool.edu">www.starfish@yourschool.edu</a>
  - System Administrator:
    - Contact Name, email address, phone extension
- Starfish YouTube channel:
  <a href="https://www.youtube.com/playlist?list=PLrIS">https://www.youtube.com/playlist?list=PLrIS</a>
  <a href="mailto:g2rzQL5blWgr07FVdPbOZ">g2rzQL5blWgr07FVdPbOZ</a> Gir HCx

