
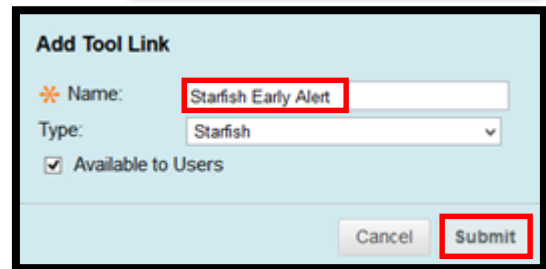
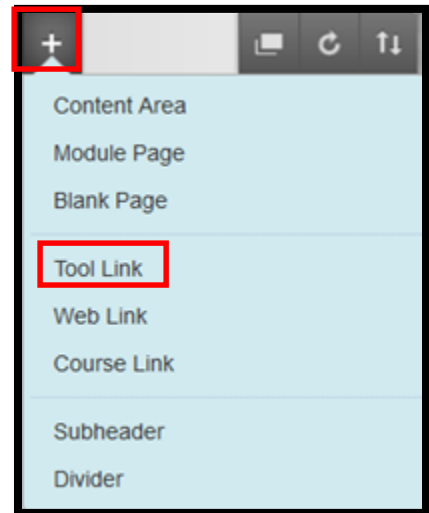


Make Starfish Tool Available on your Course Menu

- Click the **Add Menu Item** button () at the top of your course menu to expand the drop-down menu options.
- Click the **Tool Link** option to create the new Starfish Tool Link.
- Type in a desired Starfish name for the new Tool Link and select **Starfish** as the tool **Type**.
- Make the link **Available to Users** and select **Submit**.



Tip: Right click on the **Starfish** item just created and select **Open Link In New Tab**. This will allow you to view both your grade center and Starfish at the same time.

Create an eCampus Announcement to send to Students

Greetings!

Our class will be participating in the Starfish Early Alert program. It is our aim to provide you with services and feedback that will help you achieve greater success.

If you receive an email from your instructor, an Academic Advisor or the Starfish system, please respond and/or take action as soon as possible. We want to help you succeed!

We are utilizing Starfish Early Alert as a way of communicating with both you and advisors.

Starfish provides you with one central location to find the people on campus who can help you succeed. You might also see recommendations and tips for improvement displayed on your Starfish homepage or sent to you by email.

Tip: It is also recommended that you send the same information in an email to all students in your course.

Fill out Progress Surveys in Starfish

You will receive an email from Starfish stating a progress survey is open. Access Starfish by clicking on the Starfish item on the eCampus Course menu. Then, click on the progress survey link at the top of the screen.

Important: One progress survey comes before cert. date and another between midterm and drop date.

To learn more about Filling out Progress Surveys please see the Respond to a Progress Survey for students in your courses (PDF).

Send Kudos and Raise Flags as necessary

If a student is in trouble, raise a flag. If a student does well on an assignment or test, send a Kudos.

Starfish Rules for raising Flags

General Campus Rules

- Attendance Concern: Raise this flag when a student isn't attending class regularly.
- General Concern: Use this flag to express any concerns you have about a student. Any comments will be visible to the student, instructor, and advisor.
- In Danger of Failing: Raise this flag when a student is in danger of failing a course.
- Low Participation: Raise this flag when a student isn't participating in class.
- Low Quiz/ Test Scores: Raise this flag when a student receives a poor grade on a quiz or test. Any comments will be visible to the student and advisor.

Kudos Rules

- Keep Up the Good Work: Raise this kudo for students who are performing well.
- Outstanding Academic Performance: Raise this kudo when a student has outstanding academic performance.
- Showing Improvement: Raise this kudo when a student is making improvements in work.