Starfish gives you a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware. It also allows your students to easily book an appointment with you or someone else who can help.

Getting started is easy. Accessible through your existing systems (often your Learning Management or Student Information system) Starfish will automatically display all students that you have been assigned or are enrolled in your courses.

Simply log into https://radford.starfishsolutions.com/starfish-ops/session/casLogin.html.

From there, you can raise flags about students, review flags that have been raised about your students, and provide additional information

This guide highlights the steps for completing four common tasks in Starfish:

Some of your profile, such as your contact information, is imported from your
LMS or SIS.

1. Click on your name in the Top Navigation bar and select the
   _____ tab.

2. Help students put a face to your name by using the _____ link beneath your existing
   photo or placeholder to upload a photo.

   Browse to a photo file
   (.jpg, .png, or .gif), and
   then click the
   _____ button to update
   your photo.

3. Edit your _____ and add
   an
   _____ address to have
   Starfish send email to an address other than your institution email. Select the _____ radio button
   to receive email at both accounts.

4. Double check that the _____ selected matches your time zone. This time zone will be used
   when including appointment times in emails from Starfish.

5. Add information to
   the
   and
   _____ sections to
   let students know a
   bit more about you.
    This information will
   appear to students
   who can make appointments with you in Starfish.
6. Click the _____ button to save your changes.

For more information and additional profile settings, reference the End Users' Guide to Connect. You may also find
the following Starfish Two Minute Tips helpful:

- Update your Starfish Profile;
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You will receive an email reminder when there is a new survey for you to complete. Each individual survey presents a student roster for one course section on whom you can raise flags.

1. Select the progress survey link

	Important:

☐ **Notes:**