



Below we will cover how to navigate the instructor's dashboard in order to:



RAISE A FLAG




CREATE A REFERRAL



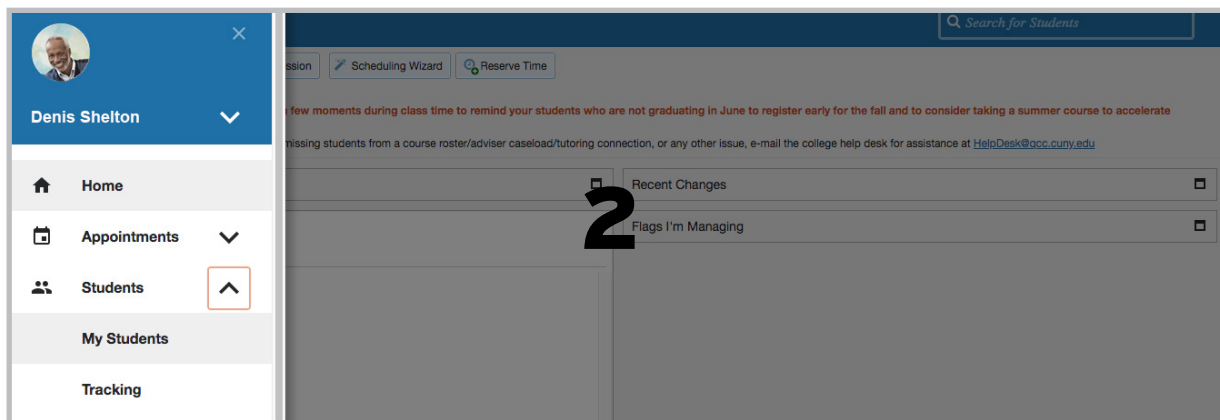
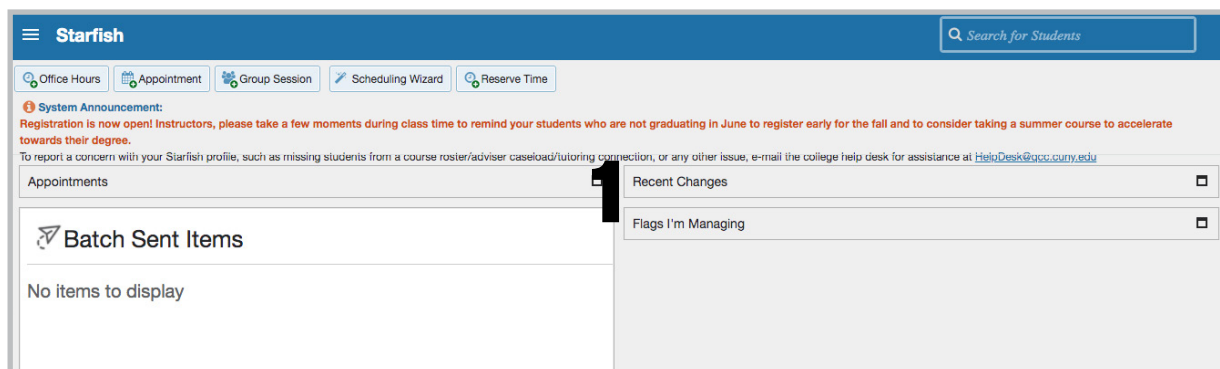
ADD A KUDO

RAISE A FLAG

In **STARFISH** it's easy to perform these actions through the **dashboard** - *Let's get started*

STEP 1: Click on the  icon to reveal a drop-down of navigation options (image 1).

STEP 2: Click on **Students** and select **My Students** from the drop-down list (image 2).



Select your **Starfish** course roster

STEP 3: Select a **Course** from the **Connection List** & the **current semester** from the **Term List**

The Starfish interface shows the 'MY STUDENTS' tab. At the top, there are tabs for 'MY STUDENTS', 'TRACKING', and 'INTAKE'. Below these are buttons for 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. A search bar is labeled 'Search for Students'. Below the search bar, there are filters for 'Connection' and 'Term'. The 'Connection' dropdown is open, showing 'All My Students', 'Instructor', 'College Algebra', and 'MA.119.K24C.FA20'. The 'Term' dropdown is also open, showing '2018 SPRING TERM', '2018 SUMMER TERM', '2018 FALL TERM', '2019 SPRING TERM', '2019 SUMMER TERM', '2019 FALL TERM', '2020 SPRING TERM', and '2020 FALL TERM'. The '2020 FALL TERM' is selected. The 'Cohort' dropdown is empty. The 'Additional Filters' button is visible. Below the filters, there is a table with columns for 'Name', 'Success Score', 'Email', 'Phone', and 'Cell Phone'. The table contains several rows of student data, including Jane Doe and John Doe.

STEP 4: Select the student **or** students for whom you wish to **raise a flag**

STEP 5: Click the **Flag** button to raise a flag for all selected students

The Starfish interface shows the 'MY STUDENTS' tab. At the top, there are tabs for 'MY STUDENTS', 'TRACKING', and 'INTAKE'. Below these are buttons for 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. A search bar is labeled 'Search for Students'. Below the search bar, there are filters for 'Connection' and 'Term'. The 'Connection' dropdown is set to 'MA.119.K24C.FA20'. The 'Term' dropdown is set to '2020 FALL TERM'. The 'Cohort' dropdown is empty. The 'Additional Filters' button is visible. Below the filters, there is a table with columns for 'Name', 'Success Score', 'Email', 'Phone', and 'Cell Phone'. The table contains several rows of student data, including Jane Doe and John Doe. The 'Flag' button is highlighted in blue.



The following flags are listed on the “Flag” pull down menu:

Attendance Concern

No or Limited Access to a Computing Device or Internet Concern

Academic Concern

In Danger of Failing

STEP 6: Provide **Flag** details. Select a flag type, course info, due date, and type in your comments. *students will see these comments*

The screenshot shows a web form titled "Raise Flag for Multiple Students". At the top right are "Never Mind" and "Save" buttons. The form has three main sections: "Flag" with a dropdown menu showing "Select a Flag...", "Course Context" with a dropdown menu showing "Select a Course...", and "Comment" with a large text area containing the placeholder text "Add comments indicating why the Flag item is being created." At the bottom left is a legend for "Required fields" (marked with a red asterisk). At the bottom right are "Never Mind" and "Save" buttons.

STEP 7: Click **SAVE** to **Submit** your **flag** for all selected students

The screenshot shows the same "Raise Flag for Multiple Students" form, but now it is filled out. The "Flag" dropdown is set to "Attendance Concern". The "Course Context" dropdown is set to "College Algebra (MA.119.K24C.FA20)". The "Due Date" field is set to "06-08-2020". The "Comment" text area contains the text "Student has 3 unexcused absences (missing 6 class hours)". The "Never Mind" and "Save" buttons are still present at the top and bottom right.

CREATE A TUTORING REFERRAL

STEP 1: Click the **Students** tab

STEP 2: Click the **My Students** tab

STEP 3: Select a **Course** from the **Connection List** and **current semester** from the **Term List**

The screenshot shows the Starfish interface with the 'MY STUDENTS' tab selected. At the top, there's a search bar labeled 'Search for Students'. Below it, a row of tabs includes 'MY STUDENTS', 'TRACKING', and 'INTAKE'. A toolbar contains icons for Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, and Download. The main area has a search bar with the placeholder 'Student Name, Username, or ID' and a 'Go' button. To the right of the search bar are dropdown menus for 'Connection' (showing 'MA.119.K24C.FA20') and 'Term' (showing '2020 FALL TERM'). Below these are 'Additional Filters' and an 'Add Filters' button. A table lists students with columns for Name, Success Score, Email, Phone, and Cell Phone. The table contains five rows of student data. A dropdown menu is open over the 'Connection' dropdown, showing a list of courses and terms. The 'College Algebra' course is selected, and the '2020 FALL TERM' is highlighted in the term list.

Name	Success Score	Email	Phone	Cell Phone
Jane Doe 23242327		JANE.DOE80@STUDENT.QCC.CUNY.EDU		
John Doe 23242327		JOHN.DOE80@STUDENT.QCC.CUNY.EDU		
Jane Doe 23242327		JANE.DOE80@STUDENT.QCC.CUNY.EDU		
John Doe 23242327		JOHN.DOE80@STUDENT.QCC.CUNY.EDU		
Jane Doe		JANE.DOE80@STUDENT.QCC.CUNY.EDU		

STEP 4: Select the student **or** students for whom you wish to **create a referral**

STEP 5: Click the **Referral** button to create a referral for all selected students

The screenshot shows the same Starfish interface as before, but now two students are selected for referral. The 'Referral' button in the toolbar is highlighted. The table shows the same five rows of student data, but the first and third rows are now selected, indicated by blue checkmarks in the selection column.

Name	Success Score	Email	Phone	Cell Phone
<input checked="" type="checkbox"/> Jane Doe 23242327		JANE.DOE80@STUDENT.QCC.CUNY.EDU		
<input type="checkbox"/> John Doe 23242327		JOHN.DOE80@STUDENT.QCC.CUNY.EDU		
<input checked="" type="checkbox"/> Jane Doe 23242327		JANE.DOE80@STUDENT.QCC.CUNY.EDU		
<input type="checkbox"/> John Doe 23242327		JOHN.DOE80@STUDENT.QCC.CUNY.EDU		
<input type="checkbox"/> Jane Doe 23242327		JANE.DOE80@STUDENT.QCC.CUNY.EDU		
<input checked="" type="checkbox"/> John Doe 23242327		JOHN.DOE80@STUDENT.QCC.CUNY.EDU		

Tutoring Referrals

The following referrals are listed on the “referral” pull down menu

Math Learning Center - General Tutoring

CTAS - Course Specific Tutoring

CTAS - Writing Tutoring - General

STEP 6: Provide **Referral** details. Select a referral type, course info, due date, and type in your comments.*students will see these comments*

Create Referral for Multiple Students

Never Mind Save

* Referral

Course Context

Due Date

* Comment

STEP 7: CLICK SAVE to **Submit** your **referral** for all selected students

Create Referral for Multiple Students

Never Mind Save

* Referral Math Learning Center- General Tutoring

Course Context College Algebra (MA.119.K24C.FA20)

Due Date 06-19-2020

* Comment To learning center staff. Complete class assignment.

* Required fields

Never Mind Save

ADD A KUDO

STEP 1: Click the **Students** tab

STEP 2: Click the **My Students** tab

STEP 3: Select a **Course** from the **Connection List** and **current semester** from the **Term List**

The screenshot shows the Starfish interface with the 'MY STUDENTS' tab selected. A dropdown menu is open for the 'Connection' field, showing 'All My Students' and 'Instructor College Algebra MA.119.K24C.FA20'. The 'Term' dropdown is also open, showing a list of terms from 2018 to 2020. The 'Search' field contains 'Student Name, Username, or ID' and the 'Go' button is visible. The 'Additional Filters' section includes 'Phone' and 'Cell Phone' fields.

STEP 4: Select the student **or** students for whom you wish to **award a kudo**

STEP 5: Click the **Kudo** button to award a kudo for all selected students

The screenshot shows the Starfish interface with the 'MY STUDENTS' tab selected. The 'Connection' field is set to 'MA.119.K24C.FA20' and the 'Term' field is set to '2020 FALL TERM'. The 'Search' field contains 'Student Name, Username, or ID' and the 'Go' button is visible. The 'Additional Filters' section includes 'Phone' and 'Cell Phone' fields. A list of students is displayed with checkboxes for selection. The selected students are Jane Doe (23242327) and John Doe (23242327).



The following kudos are listed on the “Kudos” pull down menu

You're off to a Great Start
Keep Up the Good Work
Showing Improvement
You Can Do Even Better
You're on Track to Finish Strong
Outstanding Academic Performance

STEP 6: Provide **kudo** details. Select a kudo type, course info, and type in your comments *Students will see the comments you provide*

The screenshot shows a web form titled "Create Kudos for Multiple Students". At the top right are two buttons: "Never Mind" and "Save". The form contains three main sections: "Kudos" with a dropdown menu, "Course Context" with a dropdown menu, and "Comment" with a large text area. Each dropdown menu has a question mark icon to its right. At the bottom left, there is a red asterisk icon followed by the text "Required fields". At the bottom right, there are two buttons: "Never Mind" and "Save".

STEP 7: CLICK SAVE to Submit your kudo for all selected students

This screenshot shows the same form as the previous one, but with data entered. The "Kudos" dropdown is set to "Keep Up the Good Work". The "Course Context" dropdown is set to "College Algebra (MA.119.K24C.FA20)". The "Comment" text area contains the text "Great job on assignment #2!". The "Never Mind" and "Save" buttons are still present at the bottom right, and the "Required fields" label is at the bottom left.

Have more Questions? We're here to help!

Many more resources are available on our college Starfish website. Please Visit us at:
www.qcc.cuny.edu/starfish



The screenshot shows the Starfish faculty login page. The top navigation bar includes links for APPLY, Visit, Library, Employment, and Directory. The main navigation bar lists ABOUT, ADMISSIONS, ACADEMICS, STUDENT LIFE, GIVE, and LOGIN. The page content includes a sidebar with links to Faculty Home page, FAQs (Video FAQ, FAQ), Faculty Resources (Faculty, Progress Survey dates, Training Schedule), Student login, and Contact Info (Queensborough Community College, 222-05, 56th Avenue Bayside, NY 11364, 718.631.6348, helpdesk@qcc.cuny.edu, EMERGENCY INFORMATION). The main content area features a video player with a thumbnail showing a woman and a man, with the text 'Award Kudos Students love to get good news and encouragement from their instructors.' Below the video player is the 'Starfish at Queensborough Community College' heading, a 'STARFISH LOGIN' button, and the text 'Starfish faculty login page'.

For Help, Contact the help desk at:
Helpdesk@qcc.cuny.edu