

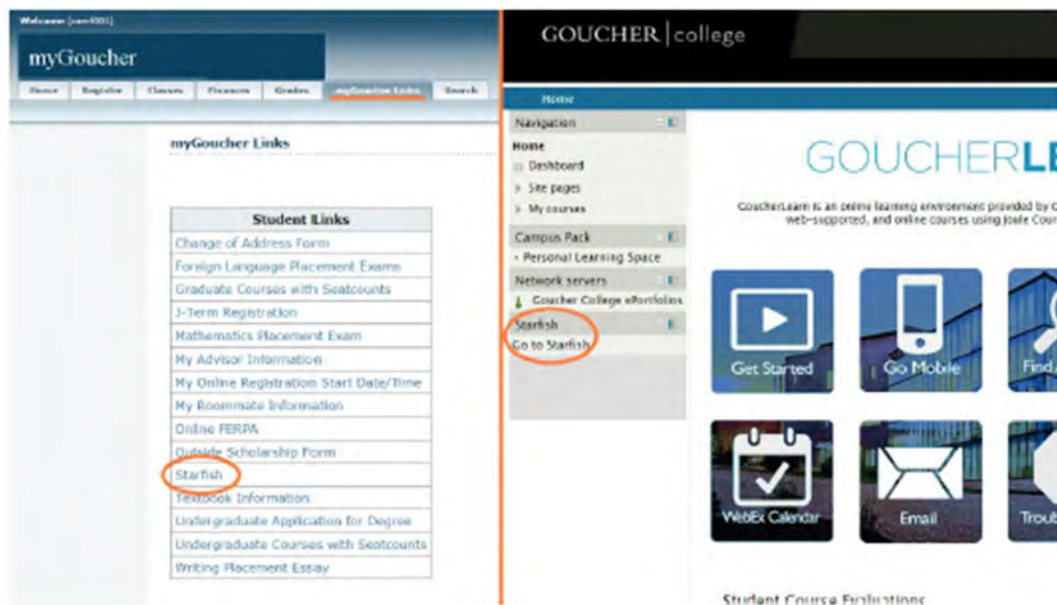
HOW-TO: STARFISH

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How do I find Starfish?

There are links to starfish in Mygoucher Links and the homepage of Goucherlearn. If you want to bookmark it for easy access, you have to bookmark the login, rather than the home page.

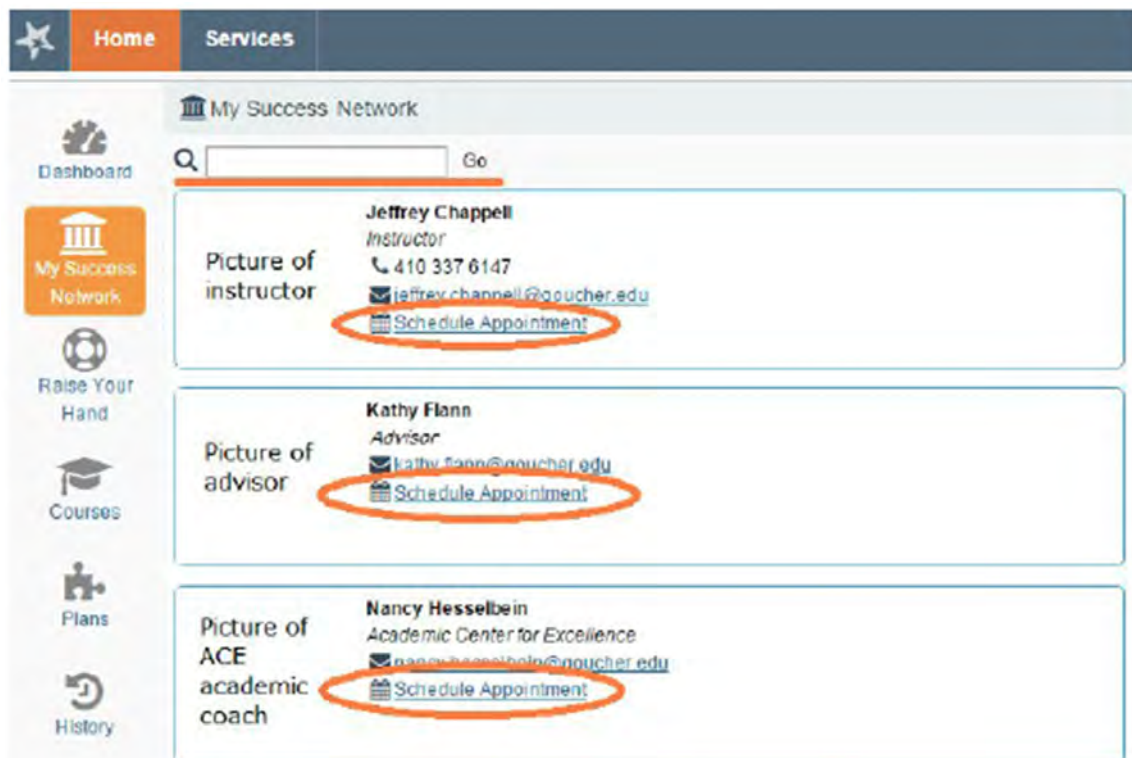


How do I make an appointment with a professor or advisor?

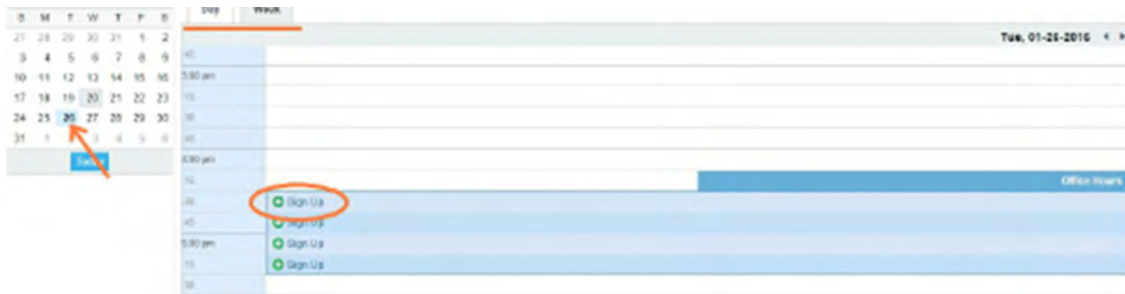
The My Success Network link on the homepage will lead you to scheduling with all of your instructors, your advisor, and personnel from ACE. You can also schedule appointments with your professors from the Courses link.



Scrolling down, you'll see boxes containing a picture of your professor (or other individual) and some contact information. In the My Success Network tab, you can also search someone using the search bar in the top left. People you can schedule an appointment with will have a "Schedule Appointment" link in this box.



Clicking that link will take you to this page, where you can select dates and scroll through times to find available appointment slots. In the small calendar on the left, bolded dates will be the ones with appointment times listed. Once you find a slot that works for you, click the Sign Up link next to the time you'd like your appointment to start.

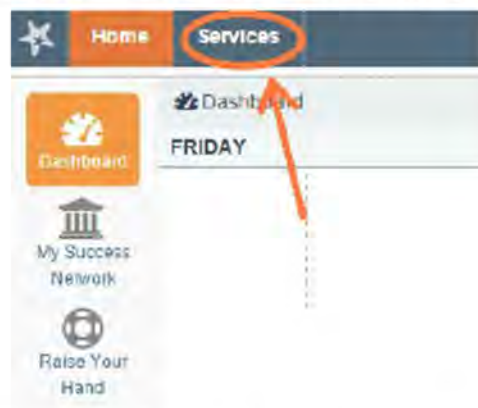


After filling out the requested information and clicking the Submit button, your appointment will be listed on the previous screen and your professor will be notified.

A screenshot of a web form titled 'Add Appointment'. The form has a dark blue header with a star icon and a close button. Below the header are two buttons: 'Never Mind' and 'Submit'. The form contains several fields: 'With' (Chappell, Jeffrey), 'Reason' (a dropdown menu with a red error icon), 'Course' (No Course), 'When' (4:30 pm 01-26-2016), 'Duration' (a dropdown menu), 'Where' (KA 2 03), and 'Instructions' (Knock on the door). There is a 'Details' section with a text area for explaining the appointment. At the bottom, there is a 'Required fields' label and two buttons: 'Never Mind' and 'Submit'.

How do I see information about campus resources?

There is a Services link in the top left of the home screen.



This will lead to you to a list of various oncampus offices, associations, and resources.

You can use the arrows in the bottom left to navigate to the next page of services, or the search bar in the top right to search for the one you're looking for.



What are kudos?

Kudos are the way for professors to signal that they think you did a good job in class. These show up as a notification on Starfish and you also receive an email.

What are flags/referrals?

If a professor thinks that there is something you need to address they will raise a flag for you. This could be based on attendance or grades. If you receive a flag you should contact your professor.

What is Raise Your Hand?

By selecting the "Raise Your Hand" button you can describe your problem and someone will be in contact with you about it.

