



Starfish | Student Success Platform

SUNY NEW PALTZ

Using Meeting Notes in Starfish

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Welcome to Starfish[®] at SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level to help improve student success and persistence.

Everyone has a role in student success at SUNY New Paltz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works best when all members of our institution work together to address students' specific needs.

Getting started is easy!

Login Directions:

1. Sign in to my.newpaltz.edu
2. Click the "Starfish" link under "Resources" (left-hand column)

Starfish will automatically display all your assigned advisees and students enrolled in your courses. You can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

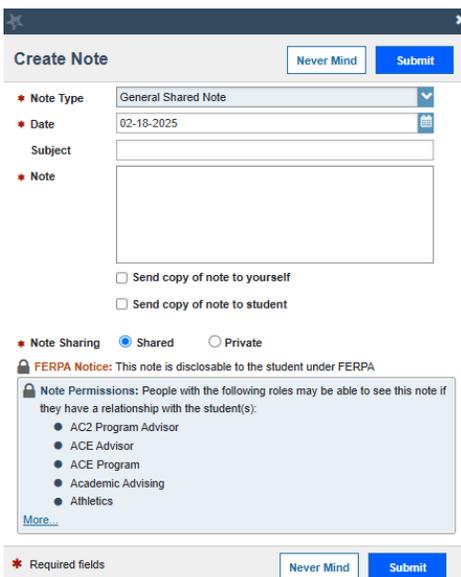
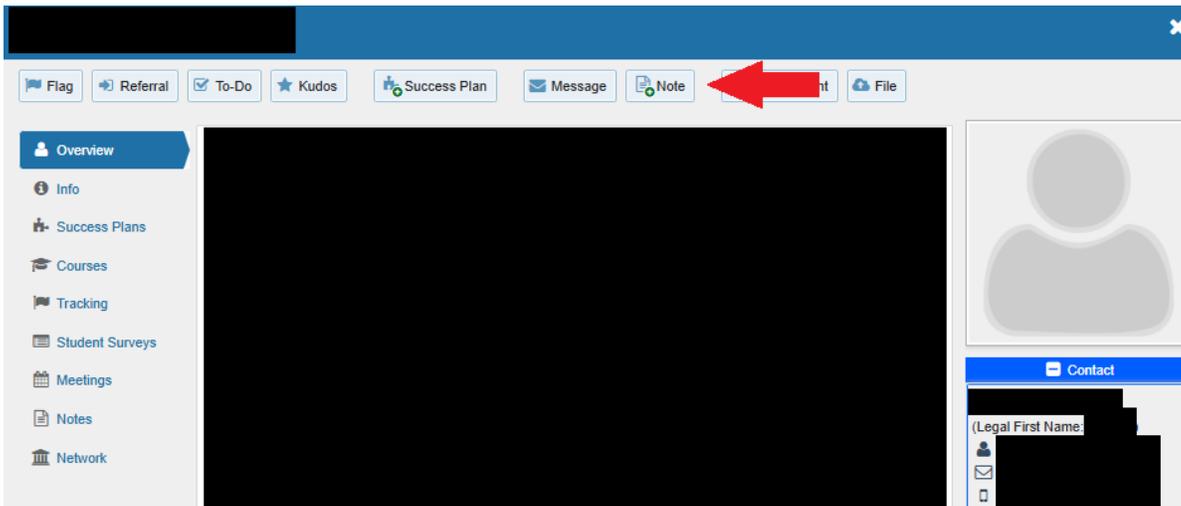
Taking “Notes” in Starfish

Taking notes after you’ve met with a student benefits you, the student, and any other advising units on campus that work with the student. With large advising caseloads and other professional responsibilities, there is no way for you to remember everything. Taking detailed notes serves the following important purposes:

- (1) It documents and reminds you about past advising guidance you have offered.
- (2) It provides other advising partners with important contextual information that allows them to coordinate their advising with yours.
- (3) It ensures seamless continuity to students because everyone working with them is operating from a shared set of information.

General/Advising Note

This type of note is useful for documenting an unplanned interaction with a student, the contents of which you think would be useful to share with the student's other advisors and support resources.



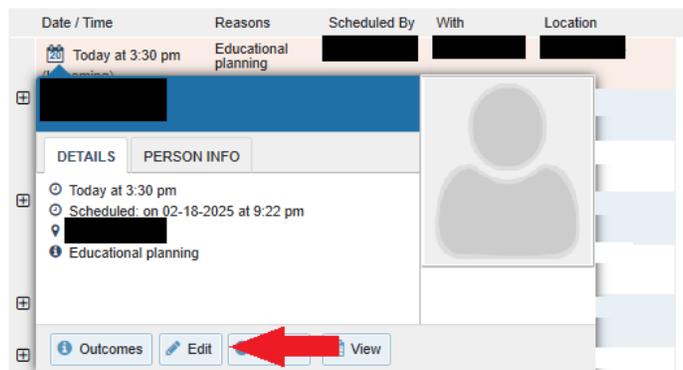
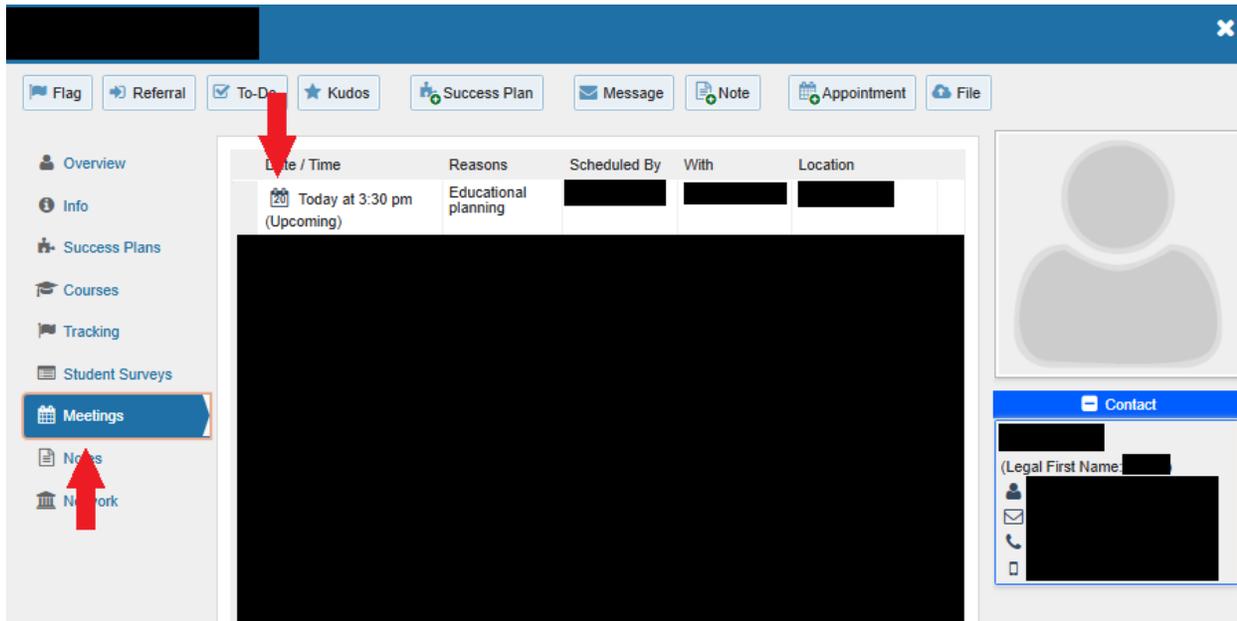
You can send a copy of your note to yourself, which you will receive it by email. You can also send a copy to the student, which you should do if there was important information discussed in your meeting that you believe it is important to share with the student. The student will receive the note via email.

The “Notes Permissions” box shows you who else can view your note. If you wish to document an interaction with a student but do not want others to see the contents of your note, mark it as “Private” under “Note Sharing.”

Once you have clicked “Submit,” you can review this note, and all other notes under the “Notes” tab on the student’s profile.

Notes from a Scheduled Meeting

Utilizing the Starfish Scheduling function, you can document a conversation that took place in a pre-scheduled meeting with a student.



This screenshot shows the 'Edit Appointment' form. At the top, there are 'Never Mind' and 'Submit' buttons. Below are three tabs: 'Scheduling', 'Outcomes', and 'SpeedNotes'. The 'Scheduling' tab is active and contains the following fields:

- Time:** A range selector with 'Actual Start Time' and 'Actual End Time' input boxes.
- Attendance:** A checkbox for 'Student missed appointment'.
- Email:** A checkbox for 'Send a copy of note to student'.
- Comments:** A large text area for entering notes. Below it is a permissions section: 'Permissions: People with the following roles may be able to see this appointment if they have a relationship with the student(s):'
 - Major Advisor
 - School of Business Advisor
 - International Programs Advisor
 - Student Success Coordinator

At the bottom, there is a 'Required fields' indicator and 'Never Mind' and 'Submit' buttons.

When reporting your notes on an appointment, you can record the start and end times of the meeting (optional).

Type your comments into the Comments box. The more detailed your notes, the more helpful they will be for you and others to reference in the future.

Depending on the appointment type (could vary based on department), you can see the individuals/roles on campus that can see your meeting notes.

As with general notes, you have the option to share the note with the student.