What can Starfish do for YOU?

Starfish is here to support YOU! Faculty, staff, and students! It is New Paltz’s easy to use early alert & communication tool. Connecting students with faculty and staff is more important than ever. Starfish is there to keep students connected to their faculty, advisors and to various resources on campus as they make their way through their college career.

For SUNY New Paltz students, Starfish is a tool to ...

- Schedule appointments with advisors/instructors
- Receive feedback from instructors about your progress
- Ask for help

For SUNY New Paltz Faculty & Staff, Starfish is a tool to ...

- Set up your office hours and schedule appointments with students
- Raise early alerts (flags & kudos) about students
  - Flags are raised when you notice a student is struggling in your course
  - Kudos are raised when you notice a student is excelling, improving
- Find a “one-stop-shop” organized list of students you are connected to (advisee/advisor relationship, professor/student relationship, etc.)
- Send messages to students you are connected to.

To ensure you are benefitting the most from Starfish and building on your Starfish knowledge, each month we will highlight features of Starfish that faculty/staff and students can use.

Starfish Highlight of the Month
STUDENTS
Raising Your Hand
Do you need assistance but don't know where to turn? Or do you need assistance with one of your courses? The Starfish Raise Your Hand feature is the answer!

Log in to Starfish from my.newpaltz.edu

Click the Hamburger Menu in the top left corner of the page

From the list, select Raise Your Hand

Select from the following two options:

1. I need help
   Select this option when you know you need help but are not sure where to start. Your advisor will be notified.

2. I need help in a course
   Select this option when you need assistance in a course. Your instructor will be notified.

Make sure to include details in your request. Then click submit.

FACULTY/STAFF
Setting up Office Hours (in two easy steps)

Step One:

Log in to Starfish from my.newpaltz.edu

Click the Hamburger Menu in the top left corner of the page

From the list, click the arrow next to your name and select Appointment Preferences.
From here, scroll down to the **My Locations** section.

Add in the location(s) **+ Add Location** you will meet with students. For example, Wooster Hall 106.

Make sure to add instructions for students which they will see in their email confirmation when they schedule an appointment with you.

For example, “*Thank you for scheduling a meeting with me! This appointment will be in-person in (Location). When you arrive, please (include directions on how to sign in). I look forward to meeting with you!*”

**STEP TWO:**

Click the **Hamburger Menu** in the top left corner of the page.

From the list, click **Home**.

Select **Office Hours** in the top left corner on your Starfish home page. A box will pop up.

The **Title** for this block of time displays Office Hours by default. However, you can change the Title if you wish.

Select **What day(s)?** and indicate any recurrence (e.g. Repeats every 1 week).

Use the **What time?** fields to enter the start and end time for the office hours.

Select **Where?** meetings will be held using the checkbox(es) next to your location(s) that you set up in **STEP ONE**.

If you choose more than one location, the student will be able to choose his/her preferred location for the meeting.

Select the **Office Hour Type** dropdown for meetings you will take during this block. The default choice is to allow both scheduled appointments and drop-in hours, but you can modify this selection to limit the Office Hour block to only scheduled appointments or only
drop-ins. If you work at a location with a drop-in Kiosk, select the "Scheduled and Walk-ins" option.

Select **How long?** meetings can be by selecting a minimum and maximum duration. If the minimum and maximum are identical, the student will not be given a choice of duration.

Select the **Start/End Date** tab to set a time frame for a repeating office hour block. For the End Date, you may choose: Never, End of Term, on a specified date, or after a specified number of occurrences.

Select **Submit** to save your Office Hour block.