

# STARFISH SPOTLIGHT

## How to Log In to Starfish.

- From the “Students” section of the [www.etc.edu](http://www.etc.edu) site click on the Starfish button.

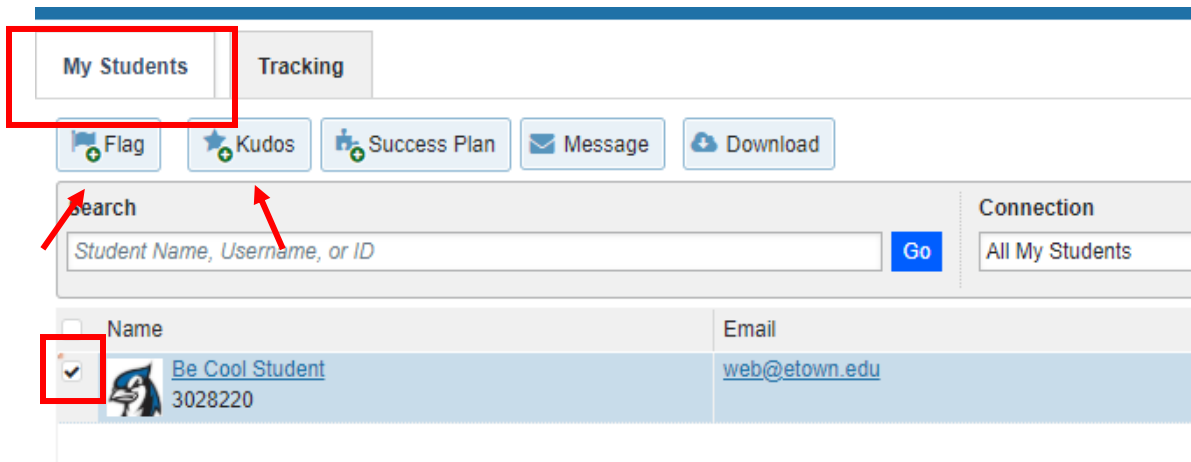
**Log In with the same username and password that you use for JayWeb.**

*\*Tip– Starfish works best on Google Chrome or Firefox*



## How to send a Flag or Kudo.

- Find the student you would like to flag or Kudo but selecting “Students” from the Menu, “My Students” and either searching by student name or filtering your connection to the student. Check the box next to the student’s name and then select either “Flag” or “Kudo”.
- Select the Flag or Kudo type and course (if applicable) from the drop down menu’s. Enter any comments you’d like (\*Comments will be included in the email to the student, therefore it’s suggested to utilize student facing language) and click “Save”.

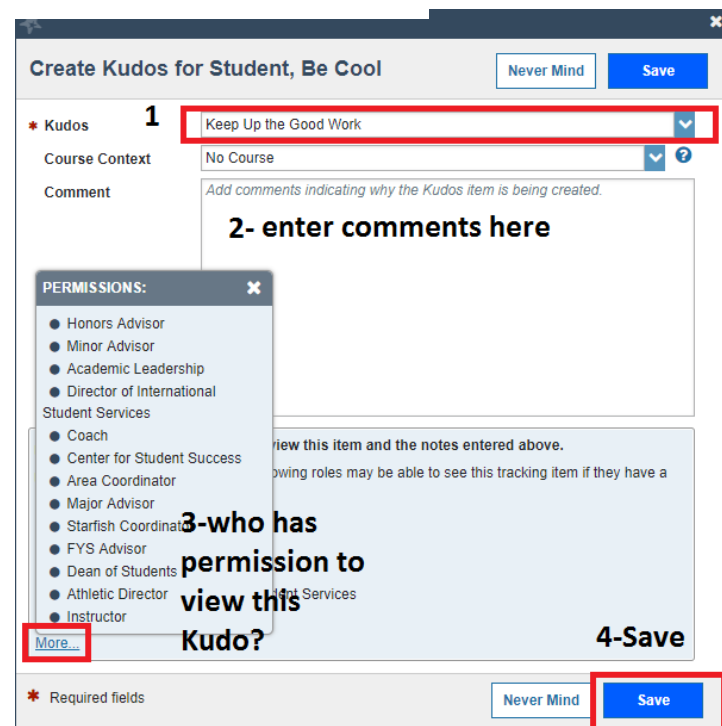


The screenshot shows the Starfish interface with the 'My Students' tab selected. Below the tab are buttons for 'Flag', 'Kudos', 'Success Plan', 'Message', and 'Download'. A search bar is present with the placeholder text 'Student Name, Username, or ID'. Below the search bar is a table with columns for 'Name' and 'Email'. A student named 'Be Cool Student' with ID '3028220' and email 'web@etown.edu' is listed. A red box highlights a checkbox next to the student's name.

## How do I know if a student will be able to view this?

A student can view comments you enter at the time the Flag/Kudo is raised, comments entered at a later date are not visible to the student. *(Note: The Student Behavior Concern and any comments attached to that flag are not visible to the student.)* Before raising a Flag or Kudo, view the list of “Permissions” associated with the flag type. This will assist you to know who will be able to see the flag.

**For questions or assistance contact: [Starfish@etown.edu](mailto:Starfish@etown.edu)**



The screenshot shows the 'Create Kudos for Student, Be Cool' form. The 'Kudos' dropdown is set to 'Keep Up the Good Work'. The 'Course Context' is 'No Course'. The 'Comment' field contains the text '2- enter comments here'. A 'PERMISSIONS' pop-up window is open, listing roles such as 'Honors Advisor', 'Minor Advisor', 'Academic Leadership', 'Director of International Student Services', 'Coach', 'Center for Student Success', 'Area Coordinator', 'Major Advisor', 'Starfish Coordinator', 'FYS Advisor', 'Dean of Students', 'Athletic Director', and 'Instructor'. The 'More...' link at the bottom of the permissions list is highlighted. The 'Save' button at the bottom right of the form is also highlighted.