Greetings Hawk Family,

This Fall semester is going to be an exciting one for ⭐ Starfish ! We have brought in a fantastic freshmen class & you can feel the energy radiating in so many areas on campus! Let's work together to support our students' success with a platform that can connect their entire Care Network.

In an effort to keep the campus informed, a few Starfish updates and reminders are below:

Updates

★ **Continue to Close The Loop!** Our campus has consistently raised flags and kudos to connect our students to the appropriate resources–the next steps are to **connect**, **clear & document**.

   ○ **Connect:** Review flags raised for your advisees and make outreach to students with Level 2 flags (In Danger of Failing, Classroom Behavioral Concern, Emotional/Mental Health Concern). (See the attached Flag Chart)

   ○ **Clear:** 👍 Clear & **Document: Clearing the flag will inform the flag raiser** and the student that the situation has been addressed, documented and resolved (close the loop, strengthen the connections). Once contact is made with the flagged student (telephone, email response, or meeting) it is time to clear the flag–you will have the option to document the resolution in the clearing window.

   ○ *Review this quick how-to video on* **Closing the Loop**.

★ There will be two **Progress Surveys** sent at critical times this semester. These surveys will prompt faculty to provide feedback on student progress in their courses.

   ○ Early Student Progress Survey: Opens September 18th, Closes September 25th

   ○ Post Midterms Progress Survey: Opens October 23rd, Closes October 30th

   ○ How to Video: **Completing a progress survey**

★ **UMES Starfish Demo Series -**

   ○ **How to Set Up Office Hours & Update Your Profile**

   ○ **How to view your Student List & How to Document An Appointment**

   ○ **How to Raise & Clear a Flag - Coming Soon!**

Reminders

★ Update your Starfish profile with a picture and **review your Starfish office hours** for the term to ensure you don't need to make any changes.

   ○ **Set Up Your Profile in Starfish**

   ○ **Setup office hours**

   ○ **Email Notifications for Appointments & Tracking Items**

★ Did you know you can send **direct links** to students to make appointments with you in Starfish?

   ○ **How to find your direct links:**

   1. Log into Starfish through the MyUMES Portal

   2. Open the three line navigation menu. Click your name to expand your profile options.

   3. Click "Edit Profile."

   4. Scroll down to review your settings under Share Links.

   5. Click "Copy link to clipboard" to copy either your appointment or profile link. Paste the link where you would like to use it.

As always you can use our **Starfish resources** on the CAAS website to expand your Starfish knowledge.

Thank you for your dedication and service to our students, please feel free to reach out to me at jreagan@umes.edu with any questions, suggestions, successes! We want to hear about your Starfish experiences!