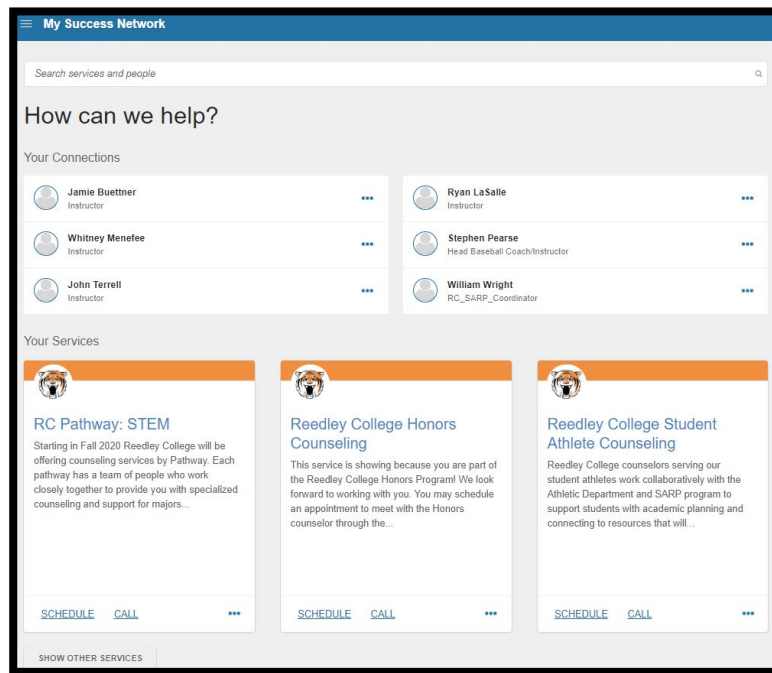# Starfish Connect – Faculty & Staff Guide

Starfish Connect is the appointment scheduling and services network component of the Starfish retention solution platform. Reedley College is now using Starfish for appointment scheduling, early alert interventions, referrals to support resources and student education planning. Students use Starfish to access their success network and available resources, view early alert items, and schedule appointments. **Starfish puts the student at the center of a connected system, where faculty, counselors and staff can work together to help students.**

My Success Network – Student Facing View

This is a personalized network for students. There are 3 main areas available. For each person or service listed, students can find contact information, supporting web-links and, if online scheduling is enabled, a Schedule Appointment button.

Your Connections:

This is where students will find people that they have a one-on-one relationship with. Most often this will be instructors, though it could list other people like team coaches or others they are connected to.

Your Services:

The Services listed in this section are customized based on the connections each student has throughout our college and district, so what shows for each student can be a little different.
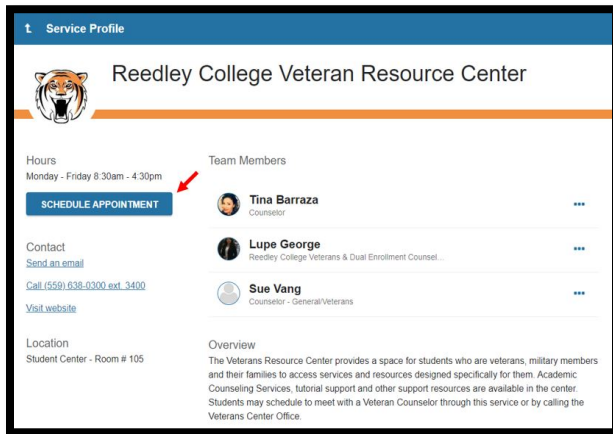
Other Services:

The other services button will open up a catalog of all other services. This catalog includes services from other colleges and campuses within our district listed in alphabetical order. Each college identifies their services using the mascot for a quick visual in addition to the services title.

Look for the Tiger Picture to identify services offered by Reedley College
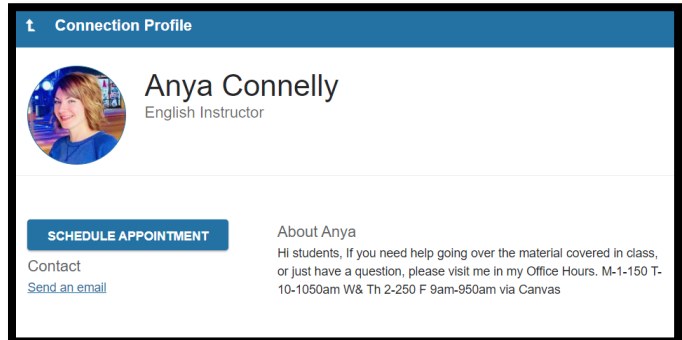(in addition to Reedley College in the Service title)

Service Profiles:

Provide information including an overview, contact information, what faculty/staff are connected to the service and appointment scheduling (if enabled).

Individual Profiles:

Each Starfish User also has an individual profile. Students will see the information you have setup in your individual profile if they click on your name in Starfish.

What do I need to do?

- **Update Your Starfish Profile**:
  Click on the three line main navigation menu and then the drop down next to your name and select "Edit Profile".

- **Canvas Starfish Button:**
  Make sure to leave the Starfish Button on your navigation menu in each of your Canvas Course Shells – this makes it easy for you and students to access Starfish!

- **Use Starfish Early Alert!**
  This is a great tool to communicate with students and others on campus.

- **Help Students Learn to Use Starfish:**
  Ask students to complete the Starfish For Students Orientation.
  They will get a Starfish Superstar badge upon completion!
  Starfish for Students Self Enroll Link:
  https://scccd.instructure.com/enroll/4JCFRB

- **Help is available!**

  o Visit the Starfish Webpage: www.reedleycollege.edu/Starfish
  Resources for Students and Faculty/Staff

  o Ask Questions: starfishquestions@reedleycollege.edu

  o Fish Food Fridays: Open lab time to get all your Starfish questions answered!
  View the Schedule on the Starfish for Faculty/Staff webpage.

For more information, contact:
Email: starfishquestions@reedleycollege.edu