Recording Student Interactions in Starfish

1. Log into Starfish using the "Starfish" link in your Instructor tab in CampusNet.

Personal Data Account Student Instructor Advisor FA Office	⊛ Conta	act Us 🛛 🗶 Logout
Grading Schedule Class Roster		
	<u>Starfish</u>	? Help
Select a term and whether you wish to retrieve the list of your mid-term or final grade rosters.		
Term: Spring 22 V		

2. Click on the menu options button in the top-left corner of the screen. Select "Students". Under the "My Students" tab, search for the student by name, or by CSU ID number.

≡ Starfish		Q Search fo	r Students
My Students Tracking			1
Search Connection	Message Note	Download Prospective Student	Additional Filters
Student Name, Username, or ID	✓ Active	~	Add Filters

3. Place a check in the box to the left of the student's name, then click on "+ Note".

≡ s	tarfish				
		MY STU	UDENTS		
Fla	g Kudos to	Success Plan	Message	Note	
Search	t Nama Usarnama or ID				
	Name, Osername, or ib				

- 4. Take the following actions in this dialogue box:
 - Choose a "note type" from the pull-down menu¹
 - Specify a subject
 - Write the note
 - Check "shared" (if you want other instructors/advisors/tutors to see this) or "private" (for just you)
 - Place a check in either or both boxes to send a copy of the note to the student and/or yourself

reate Note	9		Never Mind	Submit
Note Type				~
Date	03-09-2022			#
Subject				
Note				
	Send copy o	of note to you	rself	
	Send copy o	of note to stud	lent	
Note Sharing	Shared	○ Private		
0 Note Downig	· · · · · · · · · · · · · ·			
Note Permis	or this note.	e must be sere	ected to determine	the sharing
permissions f				
permissions f				

5. Click "Submit." To view a student's notes, select the student's name in your list of students and click on the "Notes" tab in the resulting student screen.