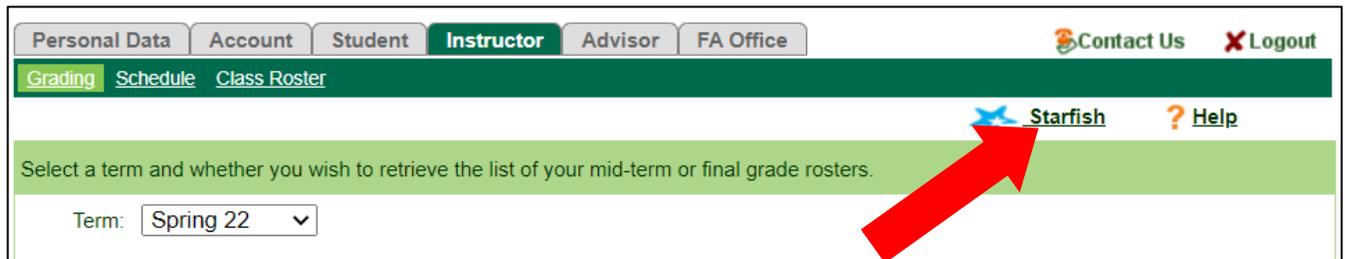
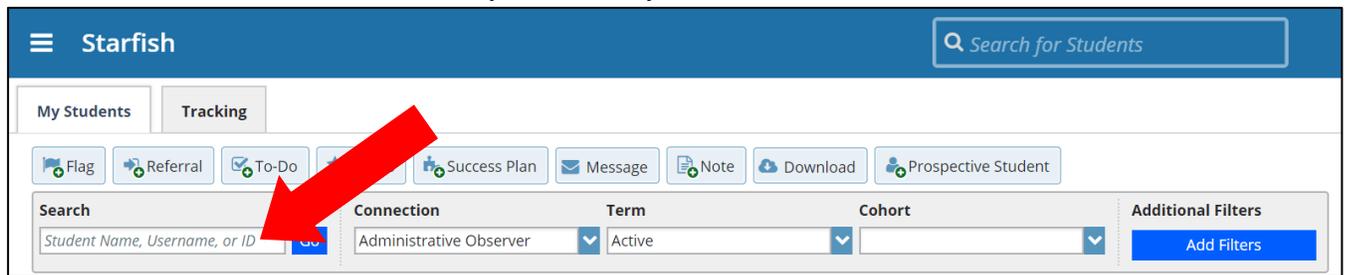


Recording Student Interactions in Starfish

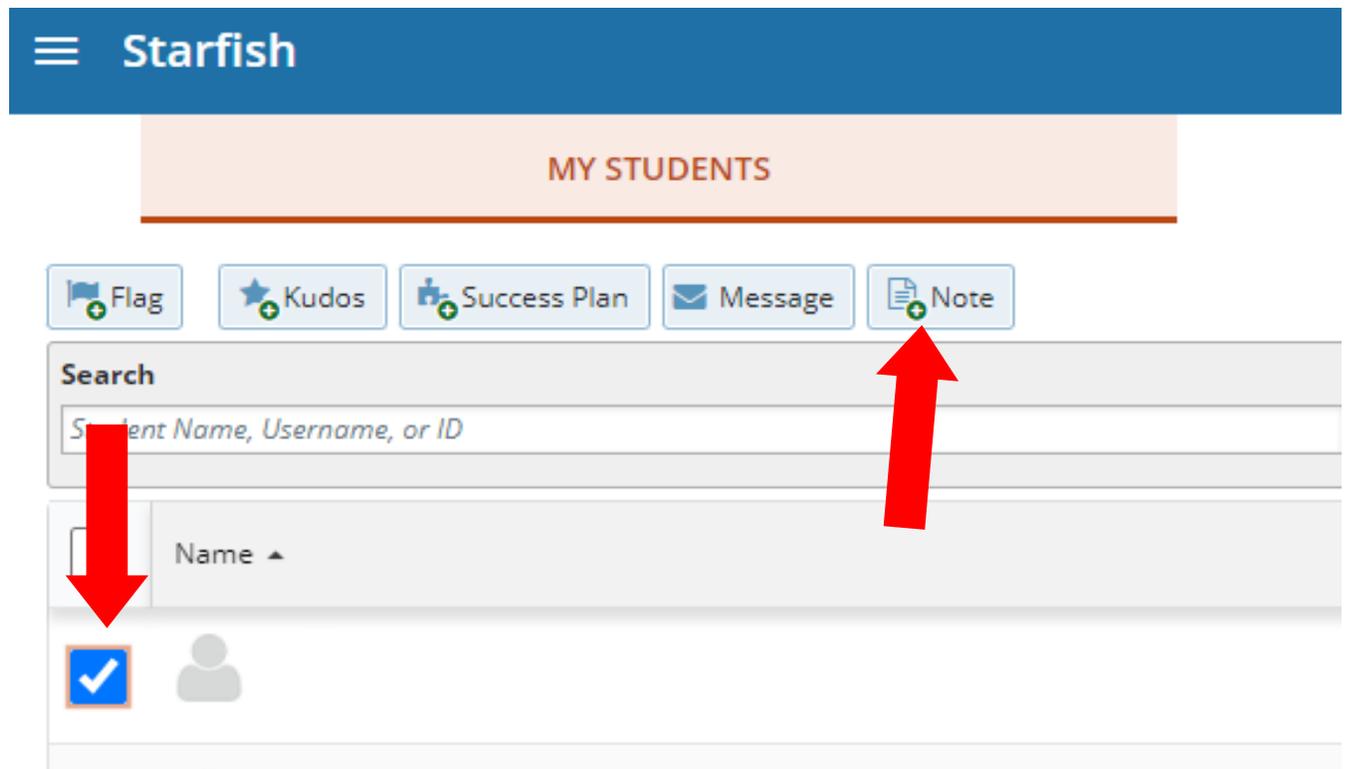
1. Log into Starfish using the “Starfish” link in your Instructor tab in CampusNet.



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.



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



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

Create Note Never Mind Submit

* **Note Type** ▼

* **Date** 📅

Subject

* **Note**

Send copy of note to yourself

Send copy of note to student

* **Note Sharing** Shared Private

🔒 **Note Permissions:** A note type must be selected to determine the sharing permissions for this note.

* Required fields Never Mind Submit

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.