

Ever wonder what's in all those emails Starfish sends?

Starfish sends corresponding emails to students, service providers, and instructors on the full range of activity occurring in its environment. As an instructor, however, you may never see what the kudos email the student receives looks like.

Now you can.

What follows is the complete collection of Starfish emails as they would appear to the receiver. It begins with 8 different emails that highlight the different types of communication sent – appointment confirmation, update, and cancellation as well as missed appointments, raised flags, and kudos.

The emails themselves are constructed as templates, what you see here are those templates with space holder information – fillers that will be replaced by the actual information when the email is sent. For example, you'll notice the student's name in all of these emails is Rachel, the location for everything is Whitman Rm 222, and the date is 4/2/14. Rachel will become your student's name, Whitman Rm 222 will be the location you (or the service) have set in Starfish, and the date will be the correct one.

On some of these emails, you will notice comments. While not all emails contain comments, some do and these are the *exact* comments you enter. It is a best practice to enter comments for all transactions.

Take a look and see what we're sending. The type of communication is identified in the subject line of the email (those first ones are highlighted to draw your eyes). Questions and suggestions should be sent to h.heinrich@csuohio.edu.

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:38 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Course Conference Appointment

Dear Rachel,

Your Course Conference Appointment on 4/28/2014 12:00 PM EDT is scheduled. Please be prepared for this meeting with Yasmin Gold in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use the appointment time.

You can login to Starfish through [CampusNet](#) to view or modify your appointment.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:36 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Major Advising Appointment

Dear Rachel Lands,

Your CSU Major Advising Appointment on 4/28/2014 12:00 PM EDT is scheduled. Please bring a copy of your transcript to this meeting in Whitman Rm 222 , Knock 3 times. If you must cancel your appointment, please do so at least 24 hours in advance, if possible, so that another student may use the appointment time.

You can login to Starfish through [CampusNet](#) to view or modify your appointment.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:45 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Writing Tutorial Appointment

Dear Rachel,

Your Writing Center tutorial on 4/28/2014 12:00 PM EDT is scheduled. Please bring your assignment, your essay or planning, and any other materials you need to this meeting in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use the appointment time. The Writing Center has a 10-minute grace period; if you arrive after that, you will lose the appointment. If you no-show two times, you are welcome as a drop-in student, but will not be able to schedule appointments.

You can login to Starfish through [CampusNet](#) to view or modify your appointment.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:44 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Tutoring Appointment Update

Dear Rachel,

Your tutoring appointment has been updated from 4/28/2014 12:00 PM EDT to 4/30/2014 12:00 PM EDT. The following comments were noted:

General Advising Visit Revised

Please bring any course questions, assignments, or homework to this meeting in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use that time.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:38 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Attendance Concern in Introduction to Microbiology.

Dear Rachel,

Your instructor has flagged you because of concerns about your attendance in Introduction to Microbiology. Going to class regularly makes it much more likely that you will succeed in this class, and we're concerned about your success at CSU. Below are your **instructor's comments**:

Rachel missed 3 classes this month.

If your instructor has listed office hours in Starfish, you can make an appointment by logging in to CampusNet and clicking on the blue star next to "Advising" in the tool bar. Your instructors should be listed on the "Home" screen. Alternatively, you can contact your instructor using the information found on the course syllabus for Introduction to Microbiology.

Sincerely,

The Starfish College Student Success Team at CSU

To access Starfish, log in through CampusNet.

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:40 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Keep up the good work in Introduction to Microbiology

Dear Rachel,

Congratulations! Your instructor reports positive academic performance on a regular basis in Introduction to Microbiology. Sustained effort leads to lasting success; keep it up!

Sincerely,
The Starfish Student Success Team at CSU

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:38 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Course Conference Appointment Canceled

Dear Rachel,

Your course conference appointment with Yasmin Gold has been canceled. The following comments were noted:

Grades are fine

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:45 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Missed Appointment

Dear Rachel,

This letter is to inform you that you missed your appointment on 4/30/2014 12:00 PM EDT. It is important, for your success as a student, that you attend all scheduled meetings.

While we understand that unforeseen circumstances can sometimes occur, we require that students cancel appointments within 24 hours by logging into Starfish so that another student may use that time.

Sincerely,
The CSU Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:44 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Workshop Appointment

Dear Rachel,

Your Writing Center Workshop on 4/28/2014 12:00 PM EDT is scheduled. Please bring your assignment, your essay or planning, and any other materials you need to this meeting in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use the appointment time. The Writing Center has a 10-minute grace period; if you arrive after that, you will lose the appointment. If you no-show two times, you are welcome as a drop-in student, but will not be able to schedule appointments.

Thank you,

The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:44 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Tutoring Appointment

Dear Rachel,

Your tutoring appointment on 4/28/2014 12:00 PM EDT is scheduled. Please bring any course questions, assignments, or homework to this meeting in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use the appointment time.

You can login to Starfish through [CampusNet](#) to view or modify your appointment.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:44 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Trio Tutoring Appointment

Dear Rachel,

Your Trio tutoring appointment on 4/28/2014 12:00 PM EDT is scheduled. Please bring any course questions, assignments, or homework to this meeting in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use the appointment time. Multiple no-shows may result in a restriction from scheduling future appointments.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:43 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Trio Peer Mentoring Appointment

Dear Rachel,

Your appointment with your TRIO Peer Mentor on 4/28/2014 12:00 PM EDT is scheduled. Please bring any questions regarding time management, study skills, note taking, or TRIO involvement to this meeting in Whitman Rm 222. If you must cancel your appointment, please call 216-687-2402 or contact your Peer Mentor directly 24 hours in advance so another student may use that appointment time.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:43 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Success Coaching Appointment

Dear Rachel,

Your Success Coaching Appointment on 4/28/2014 12:00 PM EDT is scheduled. Please bring any questions regarding time management, study skills, note taking, etc. to this meeting in Whitman Rm 222. Click [here](#) for a full list of available support strategies. If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use the appointment time.

You can login to Starfish through [CampusNet](#) to view or modify your appointment.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:40 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Tutoring Appointment

Dear Rachel,

Your tutoring appointment on 4/28/2014 12:00 PM EDT is scheduled. Please bring any course questions, assignments, or homework to this meeting in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance, if possible, so that another student may use the appointment time.

Thank you,

The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:40 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - SI Appointment

Dear Rachel,

Your SI session on 4/28/2014 12:00 PM EDT is scheduled. Please bring any course questions, assignments, or homework to this meeting in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance, if possible, so that another student may use the appointment time.

Thank you,

The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:42 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - SI Signup

Dear Rachel,

Your Supplemental Instruction for Introduction to Microbiology is scheduled for 4/28/2014 12:00 PM EDT.

Please be on time and ready to learn in Whitman Rm 222!

Sincerely,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:38 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Advising Appointment

Dear Rachel,

Your Advising Appointment on 4/28/2014 12:00 PM EDT is scheduled. Please be prepared for this meeting in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use the appointment time.

You can login to Starfish through [CampusNet](#) to view or modify your appointment.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:44 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Course Conference Appointment Update

Dear Rachel,

Your course conference appointment scheduled for 4/28/2014 12:00 PM EDT has been updated to 4/30/2014 12:00 PM EDT.

Please be prepared for this meeting with Yasmin Gold in Whitman Rm 222.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:42 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - SI Session Update

Dear Rachel,

Your Supplemental Instruction for Introduction to Microbiology has been updated from 4/28/2014 12:00 PM EDT to 4/30/2014 12:00 PM EDT.

Please be on time and ready to learn in Whitman Rm 222!

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:43 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Success Coaching Appointment Update

Dear Rachel,

Your Success Coaching appointment has been updated from 4/28/2014 12:00 PM EDT to 4/30/2014 12:00 PM EDT.

Please bring any questions regarding time management, study skills, note taking, etc. to this meeting in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use that time.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:44 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Tutoring Appointment Update

Dear Rachel,

Your tutoring appointment has been updated from 4/28/2014 12:00 PM EDT to 4/30/2014 12:00 PM EDT.

Please bring any course questions, assignments, or homework to this meeting in Whitman Rm 222. If you must cancel your appointment, please do so 24 hours in advance so another student may use that time.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:44 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Appointment Update

Dear Rachel,

Your writing center tutorial has been updated from 4/28/2014 12:00 PM EDT to 4/30/2014 12:00 PM EDT.

Please bring your assignment, your essay or planning, and any other materials you need to this meeting in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use that time. The Writing Center has a 10-minute grace period; if you arrive after that, you will lose the appointment. If you no-show two times, you are welcome as a drop-in, but will be unable to schedule appointments.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:45 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Writing Center Workshop Update

Dear Rachel,

Your Writing Center Workshop has been updated from 4/28/2014 12:00 PM EDT to 4/30/2014 12:00 PM EDT.

Please bring your assignment, your essay or planning, and any other materials you need to this meeting in Whitman Rm 222. If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use that time. The Writing Center has a 10-minute grace period; if you arrive after that, you will lose the appointment. If you no-show two times, you are welcome as a drop-in, but will be unable to schedule appointments.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:42 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - SI Session Update

Dear Rachel,

Your SI Session has been updated from 4/28/2014 12:00 PM EDT to 4/30/2014 12:00 PM EDT.

Please be on time and ready to learn in Whitman Rm 222!

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:41 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Peer Mentor Appointment Update

Dear Rachel,

Your appointment with your Peer Mentor has been updated from 4/28/2014 12:00 PM EDT to 4/30/2014 12:00 PM EDT.

Please bring any questions regarding time management, study skills, note taking, or TRIO involvement to this meeting in Whitman Rm 222. If you must cancel your appointment, call 216-687-2402 and please do so at least 24 hours in advance so that another student may use that time. Remember, to remain a TRIO member in good standing, you must meet with your peer mentor once a month until your completed credit hours total 31 (sophomore standing).

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:38 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Advising Appointment Update

Dear Rachel,

Your advising appointment has been updated from 4/28/2014 12:00 PM EDT to 4/30/2014 12:00 PM EDT.

Please be prepared for this meeting in Whitman Rm 222.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:43 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Referral to Success Coaching!

Dear Rachel,

All of us here at CSU are committed to your success so the following referral was created for you: Tutoring Referral.

In addition to course tutoring, the Tutoring and Academic Success Center (TASC) also offers additional support with success strategies. Your Success Coach will personalize your development plan to maximize your academic and personal outcomes. This is a FREE service targeting specific skills and strategies such as note-taking, time management, organization, study skills, and so much more!

You should have this completed by: 4/30/2014 12:00 PM EDT so schedule your appointment today through your Starfish homepage!

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:40 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Participation concern in Introduction to Microbiology

Dear Rachel,

You have been flagged for low class participation in Introduction to Microbiology. We're concerned about your success at CSU, so please contact your instructor to confirm your course grades and to gain input on the ways in which you might improve your participation in this course.

If your instructor has office hours listed in Starfish, you can make an appointment by logging in to CampusNet and clicking on the blue "Starfish" in your Student Tab. Your instructors can be found on your homepage, along with other available resources. You may also contact your instructor using the information found on the course syllabus for Introduction to Microbiology.

Sincerely,
The Starfish Student Success Team at CSU

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:41 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Low Scores in Introduction to Microbiology

Dear Rachel,

You have been flagged for low quiz or test scores in Introduction to Microbiology. Specifically, your instructor made the following flag comment:

Rachel missed 3 classes this month.

We're concerned about your success at CSU, so please contact your instructor to confirm your course grades and gain input on the actions you must take to improve your performance in the course.

If your instructor has office hours listed in Starfish, you can make an appointment by logging into CampusNet and clicking on the blue "Starfish" in your Student Tab. Your instructors should be listed on your homepage along with other available resources. You may also contact your instructor by using the information found on the course syllabus for Introduction to Microbiology.

Sincerely,
The Starfish Student Success Team at CSU

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:41 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Meet with your advisor

Dear Rachel,

Please meet with your advisor as soon as possible. At CSU, we want to make sure you are making the best possible decisions about your time in college. Your advisor will help you select courses and activities as well as answer questions and solve problems that will maximize your chances of success.

If your advisor has office hours listed in Starfish, you can make an appointment by logging into Campusnet and clicking on the blue "Starfish" in your Student Tab. Your advisor(s) are listed on the homepage along with other valuable resources. If office hours are not listed there, use the contact information on that screen (telephone and/or email) to make an appointment. If you have difficulties with this process, please contact CSU's Starfish Support at 216-687-5391 or via email: starfishsupport@csuohio.edu.

Sincerely,
The Starfish College Student Success Team at CSU

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:41 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Reminder: Tutoring Referral is past due!

Dear Rachel,

Your Tutoring Referral was due on 4/30/2014 12:00 PM EDT!

Success Coaching includes help with note taking, study skills, test anxiety, time management, and so much more. Schedule your appointment today!

Sincerely,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:41 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Flag Raised

On 4/28/2014 12:00 AM EDT, Yasmin Gold raised the flag, Attendance Concern on one of your students: Rachel Lands.

The following details were also included with this flag:

Course name: Introduction to Microbiology, BIOL101-003-FA2014
Comments: Rachel missed 3 classes this month.

For more information, please log into Starfish and view the student's file.

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:42 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Referral Notification

This is to notify you that on 4/28/2014 2:00 PM EDT Yasmin Gold created a referral for one of your students, Rachel Lands.

The Tutoring Referral referral included the following details:

Due date: 4/30/2014 12:00 PM EDT
Comments: Needs help with Bio

For more information, please log into Starfish and view the student's file.

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:42 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Showing improvement in Introduction to Microbiology

Dear Rachel,

Congratulations! Your instructor reports that you have improved your academic performance in Introduction to Microbiology. We noticed your hard work; keep it up!

Sincerely,
The Starfish Student Success Team at CSU

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:42 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Absences in Introduction to Microbiology

Dear Rachel,

You have been flagged for two absences in Introduction to Microbiology. We're concerned about your success at CSU, so please contact your instructor about this matter as soon as possible. Going to class regularly makes it much more likely that you will succeed in this class.

If your instructor has office hours listed in Starfish, you can make an appointment by logging into CampusNet and clicking on the blue "Starfish" in your Student Tab. Your instructor should be listed on your homepage along with available resources. You may also contact your instructor by using the information found on the syllabus for Introduction to Microbiology.

Sincerely,
The Starfish Student Success Team at CSU

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:43 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Absences in Introduction to Microbiology

Dear Rachel,

You have been flagged for three absences in Introduction to Microbiology. We're concerned about your success at CSU, so please contact your instructor about this matter as soon as possible. Going to class regularly makes it much more likely that you will succeed in this class.

If your instructor has office hours listed in Starfish, you can make an appointment by logging into CampusNet and clicking on the blue "Starfish" in your Student Tab. Your instructor should be listed on your homepage along with available resources. You may also contact your instructor by using the information found on the syllabus for Introduction to Microbiology.

Sincerely,
The Starfish Student Success Team at CSU

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:43 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Absences in Introduction to Microbiology

Dear Rachel,

You have been flagged for four absences in Introduction to Microbiology. We're concerned about your success at CSU, so please contact your instructor about this matter as soon as possible. Going to class regularly makes it much more likely that you will succeed in this class.

If your instructor has office hours listed in Starfish, you can make an appointment by logging into CampusNet and clicking on the blue "Starfish" in your Student Tab. Your instructor should be listed on your homepage along with available resources. You may also contact your instructor by using the information found on the syllabus for Introduction to Microbiology.

Sincerely,
The Starfish Student Success Team at CSU

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:43 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Absences in Introduction to Microbiology

Dear Rachel,

You have been flagged for six absences in Introduction to Microbiology. We're concerned about your success at CSU, so please contact your instructor about this matter as soon as possible. Going to class regularly makes it much more likely that you will succeed in this class.

If your instructor has office hours listed in Starfish, you can make an appointment by logging into CampusNet and clicking on the blue "Starfish" in your Student Tab. Your instructor should be listed on your homepage along with available resources. You may also contact your instructor by using the information found on the syllabus for Introduction to Microbiology.

Sincerely,
The Starfish Student Success Team at CSU

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:39 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Success Coaching Appointment Canceled

Dear Rachel,

Your Success Coaching appointment for 4/30/2014 12:00 PM EDT has been canceled. The following comments were noted:

Grades are fine

Your Success Coach can personalize a development plan to maximize your academic and personal strategies, for a more information click [here](#). You may schedule another appointment by logging into Starfish through CampusNet or Blackboard.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:39 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - SI Session Canceled

Dear Rachel,

Your SI session for 4/30/2014 12:00 PM EDT has been canceled. The following comments were noted:

Grades are fine

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:39 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - SI Session Canceled

Dear Rachel,

Your SI session for 4/30/2014 12:00 PM EDT has been canceled. The following comments were noted:

Grades are fine

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:39 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Tutoring Appointment Canceled

Dear Rachel,

Your tutoring appointment for 4/30/2014 12:00 PM EDT has been canceled. The following comments were noted:

Grades are fine

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:39 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - 4/30/2014 12:00 PM EDT Appointment Canceled

Dear Rachel,

Your **Counseling & Academic Success Clinic** appointment for 4/30/2014 12:00 PM EDT has been canceled.

You can login in to Starfish through CampusNet to reschedule your first appointment or call the clinic at 216-687-9325 to arrange a new appointment.

***Following your initial appointment, you will set up all follow-up appointments individually with your assigned counselor.**

Thank you,
The CSU Counseling & Academic Success Clinic Team:
Supporting students to achieve their academic and personal best.

Come grow with us.

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:39 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Peer Mentor Appointment Canceled

Dear Rachel,

Your appointment with your TRIO Peer Mentor for 4/30/2014 12:00 PM EDT has been canceled. The following comments were noted:

Grades are fine

Please call 216-687-2402 or contact your Peer Mentor directly to reschedule. Remember, to remain a TRIO member in good standing, you must meet with your peer mentor once a month until your completed credit hours total 31 (sophomore standing).

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:39 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - 4/30/2014 12:00 PM EDT Appointment Canceled

Dear Rachel,

Your advising appointment with Yasmin Gold on 4/30/2014 12:00 PM EDT. is canceled. The following comments were noted:

Grades are fine

Please login in to Starfish to schedule a new appointment.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:40 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Tutoring Session Canceled

Dear Rachel,

Your tutoring appointment for 4/30/2014 12:00 PM EDT has been canceled. The following comments were noted:

Grades are fine

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:40 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Writing Center Tutorial Canceled

Dear Rachel,

Your appointment for a Writing Center Tutorial on 4/30/2014 12:00 PM EDT has been canceled. The following comments were noted:

Grades are fine

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:40 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Workshop Canceled

Dear Rachel,

Your Writing Center Workshop appointment for 4/30/2014 12:00 PM EDT has been canceled. The following comments were noted:

Grades are fine

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:42 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Set up your profile!

Dear Rachel,

Cleveland State University is using Starfish software to help students achieve greater success. In order to make the best use of this, you need to set up your personal profile in Starfish. You can get to Starfish by logging in to CampusNet and clicking on the "Starfish" in your Student Tab.

We are always here to help, if you have questions contact CSU's Starfish Support at 216-687-5391 or via email at starfishsupport@csuohio.edu.

Sincerely,
The Starfish Student Success Team at CSU

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:38 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Academic Concern in Introduction to Microbiology.

Dear Rachel,

Your instructor has flagged you because of concerns about your academic performance in Introduction to Microbiology. Specifically, your instructor is concerned about:

Rachel missed 3 classes this month.

We're committed to your success at CSU, so please contact your instructor to gain input on the actions you must take to improve your performance in the course.

If your instructor has listed office hours in Starfish, you can make an appointment by logging in to [CampusNet](#) and clicking on the Starfish icon in the "Student" tab. Your instructors should be listed on the "Home" screen. Alternatively, you can contact your instructor using the information found on the course syllabus for Introduction to Microbiology.

Sincerely,

The Starfish College Student Success Team at CSU To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:38 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Counseling Clinic Appointment

Dear Rachel,

Your Counseling & Academic Success Clinic appointment on 4/28/2014 12:00 PM EDT is now scheduled. Please bring any questions regarding counseling, stress management, anxiety, and/or academic concerns, etc. to this initial counseling appointment in Whitman Rm 222. We look forward to supporting you.

If you must cancel your appointment, please do so at least 24 hours in advance so that another student may use the appointment time. You can login to Starfish through [CampusNet](#) to view or modify your appointment.

***Following your initial appointment, you will schedule all follow-up appointments individually with your assigned counselor.**

Thank you,
The CSU Counseling & Academic Success Clinic Team
Supporting students to achieve their academic and personal best.

Come grow with us!

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:40 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Reminder: 3rd Week Survey

Dear Professor Maitz,

The following Starfish Progress Surveys expire on 5/10/2014 12:00 PM EDT:

- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014

Recently, you received an email from Starfish asking for your help in tracking the progress of our students by completing the survey(s). This should only take a few minutes and your responses will help us determine which students to reach out to and offer help.

For further information about Starfish or this survey, contact Kat McDonald-Miranda at k.mcdonald83@csuohio.edu or 216-687-5391. We appreciate your dedication to student success here at CSU and thank you again for your participation.

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:40 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Kudos Created!

On 4/28/2014 2:00 PM EDT, Yasmin Gold sent positive recognition to one of your students, Rachel Lands.

You may also want to take a minute and congratulate them for their hard work.

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:41 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Progress Survey for 5/1/2014 12:00 PM EDT

Dear Professor Maitz,

One of the best ways to ensure the success of our students is to track their progress. To do this, we need your help! We have been successfully using Starfish to help us make the process of reporting on the academic progress of our students as easy and efficient as possible. On 5/1/2014 12:00 PM EDT, you will be asked to respond to a Starfish Progress Survey for the following course sections:

- General Biology I
- General Biology I
- General Biology II
- General Biology II

Here's how it will work: You will receive an email message that will include instructions and a list of your outstanding progress surveys, organized by course section. Your responses will help us determine which students to reach out to and offer help. The survey will be available until 5/10/2014 12:00 PM EDT.

For further information about Starfish or this survey, contact Kat McDonald-Miranda at k.mcdonald83@csuohio.edu or 216-687-5391. We appreciate your dedication to student success and thank you for your participation!

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:41 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - 3rd Week Survey is now closed

Dear Professor Maitz,

The following Starfish Progress Survey is now closed: 3rd Week Survey.

If you did not get a chance to participate, or you have new concerns regarding your students, you can raise these individually in Starfish at any time. Thank you for your continued participation in this effort to promote student success.

For further information about Starfish or this survey, contact Kat McDonald-Miranda at k.mcdonald83@csuohio.edu or 216-687-5391.

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:41 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - 3rd Week Survey Now Open!

Dear Professor Maitz,

As you know, we have been successfully using Starfish to help us make the process of reporting on the academic progress of our students as easy and efficient as possible. The Progress Survey is a quick way to inform us of your students' progress in class.

Please complete the Progress Survey for the following course sections:

- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014

To access the Progress Survey for your course(s):

1. Login to Starfish via [CampusNet](#).
2. A link to your Outstanding Surveys will be displayed at the top of your Starfish homepage.
3. Once you reach the survey grid, simply check the box next to the particular student's name for whom you would like to report progress. You will have options to leave comments that the students will receive.
4. Click Submit. If you don't have progress to report, it is important that you still click submit so we know you reviewed the survey. You will receive a confirmation email.

Your responses will help us determine which students to reach out to and offer help. The survey will be available until 5/10/2014 12:00 PM EDT.

For further information about Starfish or this survey, contact Kat McDonald-Miranda at k.mcdonald83@csuohio.edu or 216-687-5391. We appreciate your dedication to student success and thank you for your participation.

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:41 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Appointment Scheduled

One of your students, Rachel Lands, has scheduled an appointment with you on 4/28/2014 12:00 PM EDT in Whitman Rm 222 for the following reason: General Advising Visit.

The following details were noted:

Come talk about your future.

For more information, please log into Starfish and view the student's file.

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:42 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Second Reminder: 3rd Week Survey

Dear Professor Maitz,

The following Progress Surveys expire on 5/10/2014 12:00 PM EDT:

- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014

Recently, you received an email from Starfish asking for your help in tracking the progress of our students by completing the survey(s). This should only take a few minutes and your responses will help us determine which students to reach out to and offer help.

For further information about Starfish or this survey, please contact Kat McDonald-Miranda at k.mcdonald83@csuohio.edu or 216-687-5391. We appreciate your dedication to student success here at CSU and thank you again for your participation.

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:43 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Confirmation, 3rd Week Survey

Dear Professor Maitz,

Thank you for completing the following Starfish Progress Surveys:

- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014

You raised the following items:

- Attendance Concern: Rachel Lands
- Low Grades Concern: Rachel Lands
- Tutoring Concern: Rachel Lands
- Showing Improvement: Randy Albright

We appreciate your commitment to the success of the students here at CSU. Thank you again for your participation! For further information about Starfish or this survey, contact Kat McDonald-Miranda at k.mcdonald83@csuohio.edu or 216-687-5391.

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: donotreply@csuohio.edu
Sent: Thursday, May 21, 2015 1:43 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - To-Do Notification

This is to notify you that on 4/28/2014 2:00 PM EDT Yasmin Gold added a new to-do item for one of your students, Rachel Lands.

The item, Meet with your Advisor included the following details:

Due date: 4/30/2014 12:00 PM EDT

Comments: I think a conversation with your advisor could be really helpful.

For more information, please review the student's file.

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:44 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Appointment Notification

This is to notify you that Rachel Lands has scheduled a one-on-one session with you on 4/28/2014 12:00 PM EDT in Whitman Rm 222.

The student left the following details:

Come talk about your future.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).

Kathryn A McDonald-Miranda

From: calendar-ea2@dostarfish.com
Sent: Thursday, May 21, 2015 1:44 PM
To: Kathryn A McDonald-Miranda
Subject: Starfish - Group Session Notification

This is to notify you that Rachel Lands is scheduled to join your group session on 4/28/2014 12:00 PM EDT in Whitman Rm 222.

The student left the following comments:

Come talk about your future.

Thank you,
The CSU Starfish Student Success Team

To access Starfish, log in through [CampusNet](#).