Recording Content of Student Interactions in Starfish Notes
(Available for all students that you have a relationship with, e.g. instructor, advisor)

1. Click on the “Students” tab

2. Under the “My Students” tab, search for the student by name, or by CSU ID number (Option 1). Or (Option 2), you can search for a list of students with whom you have a particular connection (such as Athletic Advisor, or Instructor of a particular class).

3. Place a check in the box to the left of the student’s name, then click on “Add Note”
You should see a dialogue box like this:

![Create Note Dialogue Box]

4. Take the following actions in this dialogue box:
   - Choose a “note type” from the pull-down menu
   - 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

5. Click “submit.” That’s it!

(Want to see a student’s notes, including this one? Click on the student’s name in your list of students [see #3, above] and click on the “notes” tab in the resulting student screen.)

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1 Note types are configured into Starfish by CSU; contact Dan Valeanu at 216-687-5391 if you need to discuss adding a new note type to the menu.