

Getting Started with Starfish: A Student Guide

1 OPEN STARFISH

- ◆ Log in at starfish.uncg.edu, or
- ◆ Click the Starfish button in [iSpartan Apps & Tools](#), or
- ◆ Open Starfish from [Canvas](#) (Account→Profile→Starfish)

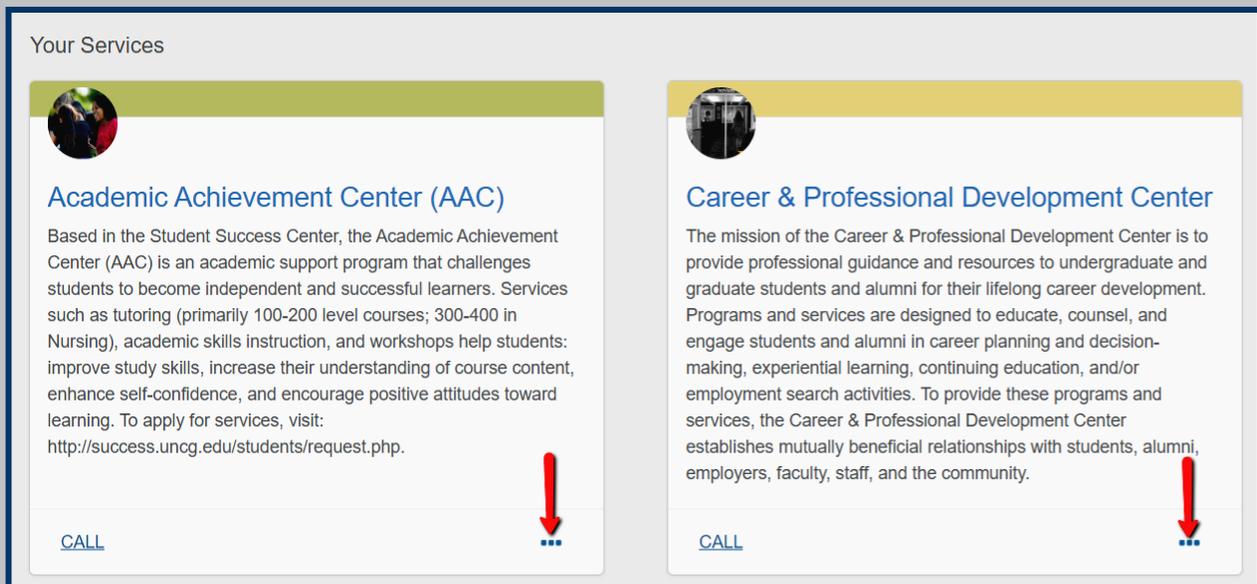
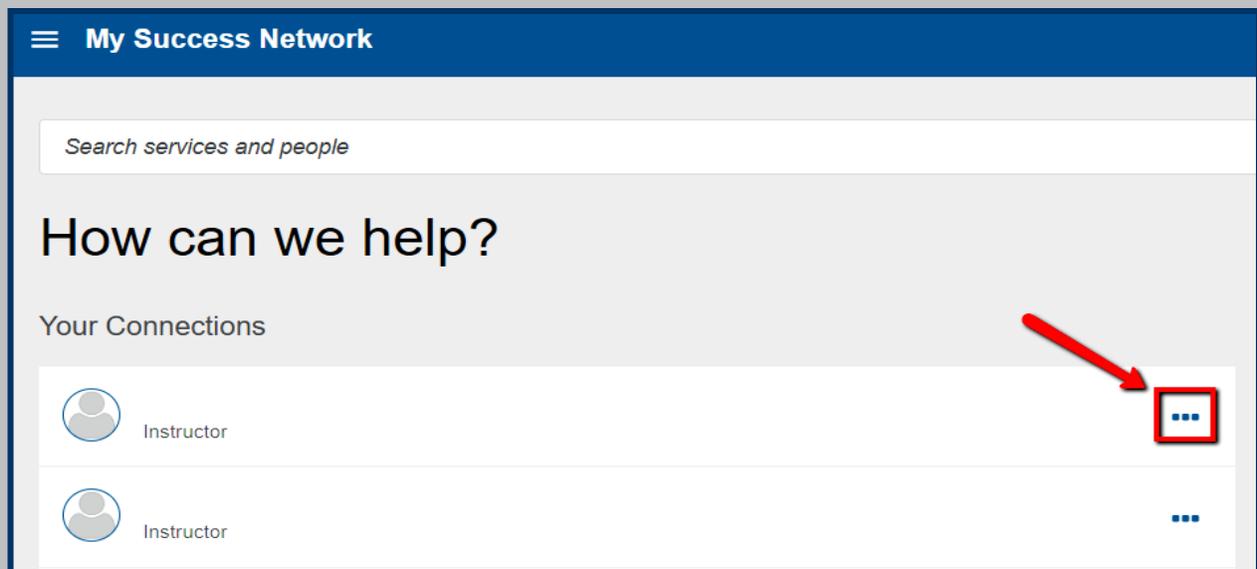
You will be required to enter your UNCG username and password

2 UPDATE PROFILE & PREFERENCES

- ◆ Click the  icon to open your navigation menu
- ◆ Click on your name and update your profile
- ◆ Set your Reminder Preferences. *Appointment reminders are strongly recommended*
- ◆ Click **Submit** to save your changes

3 REVIEW YOUR SUCCESS NETWORK

- ◆ In your navigation menu, select **My Success Network** (*screenshots provided below*)
- ◆ Your Connections are the individuals who support you at UNCG—this includes course instructors, academic advisors, and program coordinators
- ◆ Use the (...) to view the actions you can take with your connections, including emailing, viewing their profile, and scheduling an appointment by selecting the **Schedule** option (if you do not see a schedule option, that individual does not have appointment availability posted in Starfish)
- ◆ You will also see a variety of services or campus resources listed in your Success Network—this is not a cumulative list of all available UNCG resources but is a helpful start to some of the most frequently used resources



4 SCHEDULE APPOINTMENTS WITH YOUR CONNECTIONS

- ◆ Using the mini calendar in the left corner, click on a **date** or **select a date range**—this will display a list of available appointment slots on your connection's Starfish calendar
- ◆ Select an open appointment slot and click **Continue**
- ◆ Review appointment details and provide the appointment provider with a description of what you wish to discuss during your appointment
- ◆ Click **Confirm** to schedule the appointment
- ◆ You will receive a confirmation email to the email address listed in your email preferences from notices@starfishsolutions.com

Schedule Appointment

Devonne Gaddy
ARS Course Coach

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

01-15-2020 → 03-01-2020 Show: All session types

← January 2020 →

Tuesday, February 04 5 available

- 9:30 am - 10:00 am Telephone Appointment 30m
- 10:00 am - 10:30 am Telephone Appointment 30m
- 10:30 am - 11:00 am Telephone Appointment 30m
- 11:00 am - 11:30 am Telephone Appointment 30m
- 11:30 am - 12:00 pm Telephone Appointment 30m

Wednesday, February 05 4 available

- 10:00 am - 10:30 am 30m
- 10:30 am - 11:00 am 30m

[BACK](#) [CONTINUE](#)

5 VIEW ACTIVE FLAGS, KUDOS, & REFERRALS

- ◆ Your course instructors may use Starfish to issue you flags, *kudos*, and referrals for feedback in their courses. Your academic advisor and support staff may also issue you referrals in Starfish
- ◆ If you have active flags, *kudos*, or referrals, they will appear on the right side of your Starfish Dashboard
- ◆ You are encouraged to take action on your flags and referrals to help you succeed in your courses
- ◆ Flags, *kudos*, and referrals are cleared at the end of every semester so that you begin each term with zero items
- ◆ Meet with your instructor, advisor, and/or the Students First Office to get help with resolving your flag(s)

Dashboard Search for Students

Dashboard Display hidden items

WEDNESDAY TODAY

No items scheduled today. Enjoy your day!

[Load more...](#)

Students First Office (SFO) Referral HIDE

- Added by Devonne Gaddy
- Added Today
- The student has been referred to your office for appeal advisement.