

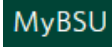
Student Guide to Starfish at Bemidji State University



Starfish is a connection tool Bemidji State University is using to support student academic success. Starfish enables professors to give praise or raise concerns regarding your academic performance within a course. Called “kudos” and “flags”, these notifications are sent to your BSU email account and can be viewed on your Starfish home page. Starfish also provides students a way to request help, and students can schedule appointments online with faculty and staff who have made online scheduling available.

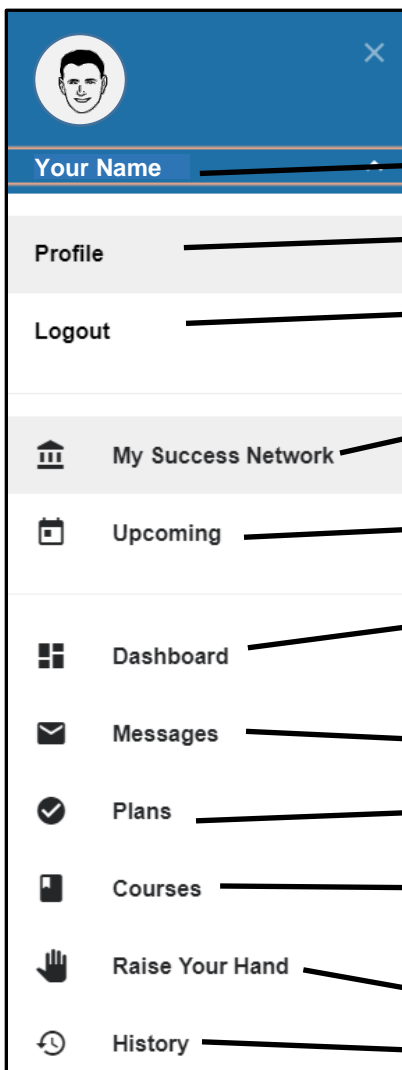
| Kudos | Academic Concern Flags | Attendance Related Flags |
|----------------------------------|------------------------------|--------------------------|
| Keep Up the Good Work | Low Quiz/Test Scores | Attendance Concern |
| Outstanding Academic Performance | Missing/Late Assignments | Never Attended Class |
| Showing Improvement | Academic Performance Concern | |
| Beaver Praise | In Danger of Failing | |

How To Access Starfish


1. Log into MyBSU 
2. Select Starfish from the drop-down menu under your name
3. Log into Starfish using your starid and password

NOT all professors use Starfish

You may have several professors who do NOT raise flags/kudos. Not receiving a Starfish notification does NOT indicate good/poor academic performance. It is your responsibility to know how you are doing in all of your courses. You should speak with your professor if you are unsure of your academic status in the course.



Click the Menu button in the upper left corner to see your Starfish Home Page

- Your Name** → Click on your name to see all of these options
- Profile** → Allows you to set an alternative email address for Starfish notifications
- Logout** → Signs you out of Starfish
- My Success Network** → See your professors, advisor and others available to help you, send email to them, or schedule an appointment with them if online scheduling is available
- Upcoming** → Lists any upcoming appointments made through Starfish
- Dashboard** → Shows upcoming appointments made through Starfish and kudos or flags you have received
- Messages** → See messages sent to you in Starfish
- Plans** → Currently not in use
- Courses** → Request help in a course by clicking this icon to the right of the class, send email to your professors, or schedule an appointment with your professors (if online scheduling is available) 
- Raise Your Hand** → Provides a quick way to ask for help. Be sure to select one of the BSU options
- History** → Shows past Starfish activity

Set Up Your Profile

- Click on *Profile*
- Enter an *Alternative Email* address for notifications to be sent to if desired and check the *Email Preference* box
- Enter your *Cell Phone* number if one is not listed
- Confirm the *Time Zone* is set to Central Time
- Be sure your *Reminder Preferences* provide a daily reminder of any appointments made through Starfish
- Click the *Submit* button

What to do if you receive email about a Flag?

Don't Panic! Starfish flags are intended to help you succeed at BSU.

Read the email you received and follow the suggested steps to take, which may include:

Talking to your Professor

Revising/Improving Study Habits

Talking to your Academic Advisor

Turning Assignments in On Time

Utilizing Tutoring Services

Attending Class

How to Schedule an Appointment

Click *My Success Network*

Click the down arrow to the right of the person with whom you want to schedule an appointment

If online scheduling is available for that person, click *Schedule*

Click *Student Appointment*

What do you need help with?

Student Appointment

Schedule

Email

Call

View Profile

Select a reason for your appointment and then click the *Continue* button

CONTINUE

The days and times available to schedule an appointment are displayed

Click the *Show More Times* button at the bottom of the page to see additional dates and times

SHOW MORE TIMES

Click the button next to the day and time that works for you and click the Continue button

If you feel it is beneficial, enter any helpful information in the *If you want, tell us a little bit about what's going on so we can help* box

Click the Confirm button

CONFIRM



BSU Cares About Your Success!

Have Questions or Need Help? Email starfish@bemidjistate.edu

More information is available at:

<http://www.bemidjistate.edu/services/advising-success-center/resources/starfish-resources-for-students/>