

# Starfish @ ECU – Profile and Raising Flags, Kudos, or Referrals

## What is Starfish?

Starfish by EAB is an early alert and connection tool used by East Carolina University to support student academic success. Starfish enables instructors to give praise or raise concerns regarding student academic performance within a course. Called “kudos” and “flags,” these notifications are sent to the student’s ECU email account. **A large support network (advisors, campus living staff, the Pirate Academic Success Center, and other services on campus) will have access to the notifications raised and will provide an outreach of support to identified students.**

Flag emails have standard templates that recommend students speak with their instructors, seek out academic resources, and talk to their advisor. Comments left when raising a notification are embedded in the email and appear before any suggestions. **Feedback (w/o template)** is available – only your comments will appear in the email. You can view the templates at <https://starfish.ecu.edu/> > Instructor & Advisor > Step 2.

You can email [Starfish@ecu.edu](mailto:Starfish@ecu.edu) with any questions or to set-up a training.

## Types of Flags/Kudos/Referrals Available to Send Students:

<u><b>Kudos</b></u>	<u><b>Academic Difficulty</b></u>	<u><b>Attendance Related</b></u>	<u><b>Referrals</b></u>
<i>Off to a Good Start</i>	<i>Course Grade below C</i>	<i>Critical Attendance Concern</i>	<i>ECU Career Services</i>
<i>Keep Up the Good Work</i>	<i>Course Grade below D</i>	<i>Stopped Attending</i>	<i>Pirate Academic Success Center</i>
<i>Outstanding Academic Performance</i>	<i>Low/Test Quiz Score</i>	<i>Never Attended/Participated</i>	<i>Pre-Professional Advising</i>
<i>Showing Improvement</i>	<i>Unsatisfactory Coursework</i>		
	<i>Concerned</i>		
	<i>Feedback (w/o template)</i>		
	<i>Support for Written Work Recommended</i>		

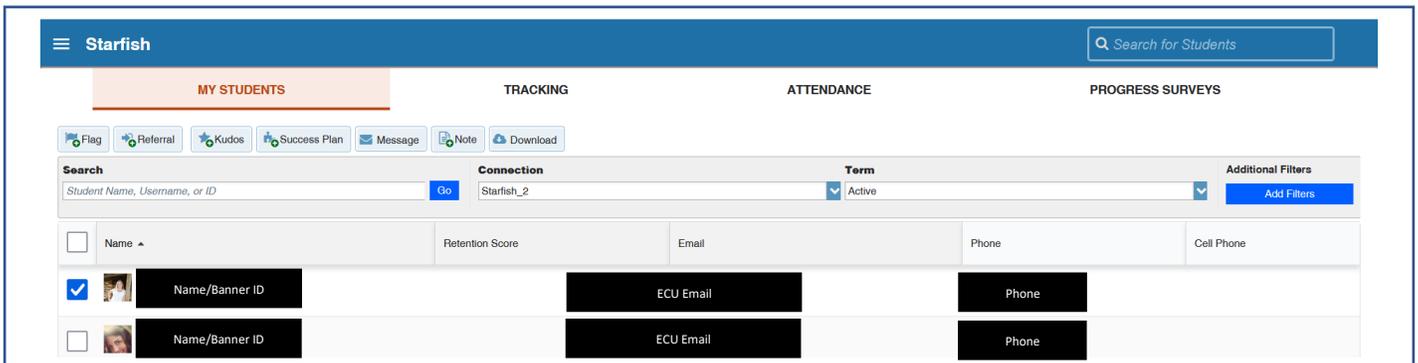
## Set Up Your Profile

Some of your profile, such as your institution email, is imported from Banner. Other parts of your profile, such as your biography, can be entered by you.

1. Log into Starfish through <https://starfish.ecu.edu/>, Pirate Port, or Canvas if you are teaching a course.
2. Click on menu icon  in the upper left-hand corner.
3. Click on your name and then **Edit Profile**.
4. Upload your photo to help a student put a face to your name.
  - a. Select the **Upload Photo** link.
  - b. Browse for a photo on your desktop. Recommended file formats are JPEG, GIF, and PNG.
  - c. Click the **Upload Now** button.
5. Disregard the **Share Links** section unless you are using the Starfish calendar for appointments.
6. You can select a preferred login screen (this will be the screen that will appear first when you login to Starfish).
7. Add phone number, title, or bio.
8. Click the **Save Changes** button.

## Raising Flags/Kudos/Referrals

1. Log into Starfish through <https://starfish.ecu.edu/>, Pirate Port, or Canvas if you are teaching a course.
2. Click on menu icon  in the upper left-hand corner and then select **Students** and then **My Students**.
3. Select the appropriate **Term**.
4. Select the appropriate **Connection**. (instructor, specific course section, etc.)
5. Your roster will appear with boxes to the left of each name. Check the students you wish to include on the flag, kudos, or referral.
6. Once you check the specific students, select **Flag, Kudos, or Referral** on the top and a pop-up menu will appear.
7. Select specific flag, kudos, or referral and add comment (optional), and select save.
8. Once submitted – the student and appropriate individuals will be notified. Students will not be able to see other students included in the sent notification. You can also raise notifications from the student's profile screen. Select their linked name to view their profile.



## Progress Surveys

Flags and kudos can also be raised by submitting a progress survey. You will receive an email from [starfish@ecu.edu](mailto:starfish@ecu.edu) when there is a new survey for you to complete. You may be asked to submit more than one survey. All surveys will be listed in a drop-down menu on the **Choose Survey** drop down (see screenshot below).

1. Click on menu icon  in the upper left-hand corner and then select **Students** and then **Progress Surveys**.
2. Check the appropriate flags/kudos. As you select students, your survey is saved automatically if you need to finish completing it later.
3. You can add comments by selecting the + symbol on the right.
4. Click **Submit** when you are finished to raise the selected flags/kudos.

**Please note that Progress Survey notification options will vary depending on time of survey. All notifications are available when raising flags/kudos through the My Students section of Starfish.**

