

Adding and viewing Notes in Starfish

Adding and viewing notes in the student folders is an important part of leveraging Starfish as a centralized communication tool to support student success.

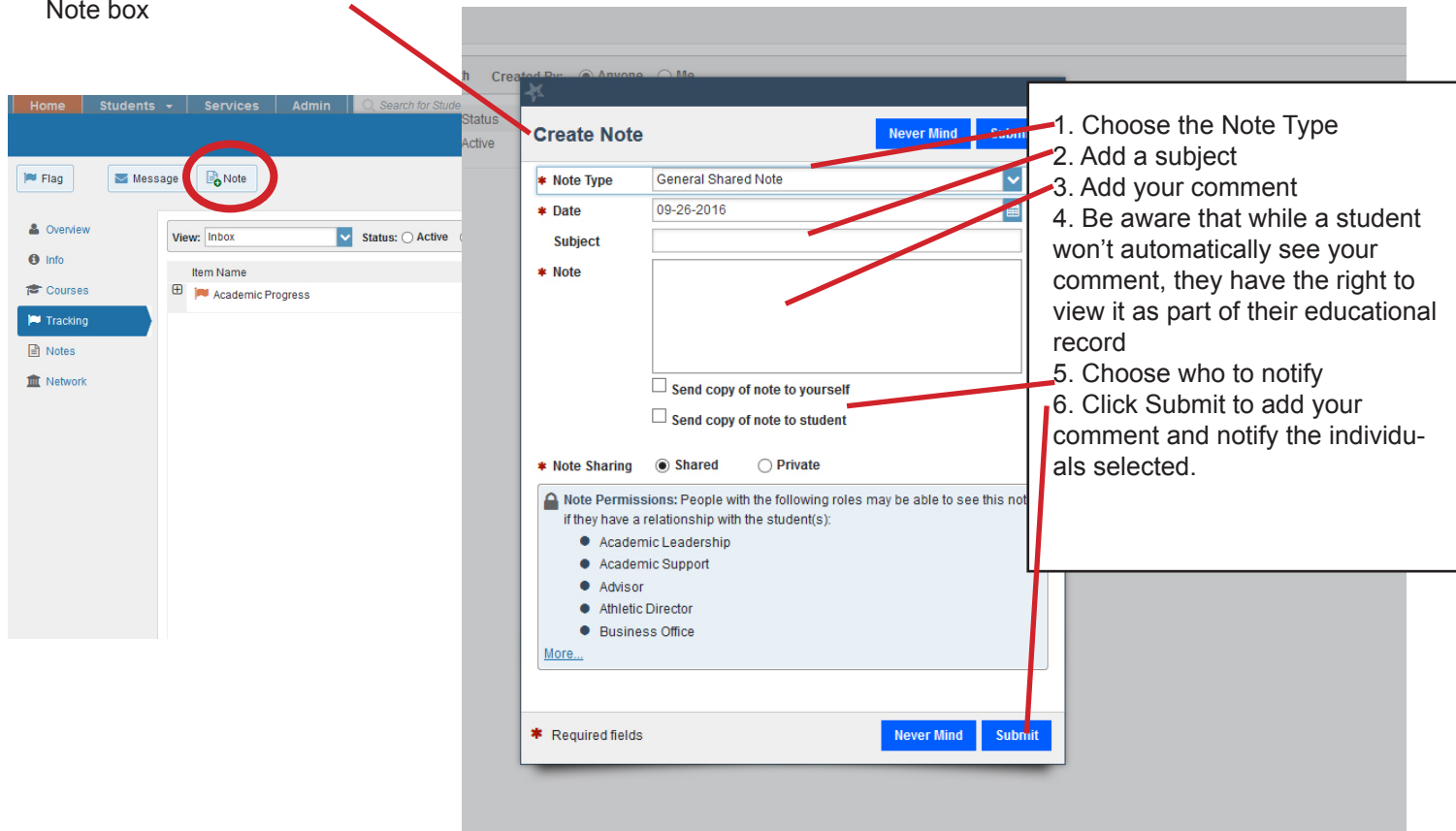
Whenever someone works with a student that they may not have a direct relationship to or that they do not have permissions to address flags that have been raised, s/he is encouraged to add a note to indicate the outreach that has taken place so the initial flag raiser and/or our Student Services Leadership knows action has been taken and so other support providers are not duplicating efforts.

Instructors, advisors and support providers are also encouraged to review each student's "Notes" section in Starfish prior to meeting with students so they can use those details to have an informed discussion with the student.

Adding a Note

Whenever you click on a student's name and open up their student folder, you will see the Note tab across the top as one of the options. You can click the tab to open the Note Menu to fill out and add your information to the student's folder.

In the Student Folder, select *Note* to bring up the Create Note box



The screenshot shows the Starfish interface with the 'Note' tab selected in the student folder. A 'Create Note' form is displayed with the following fields and options:

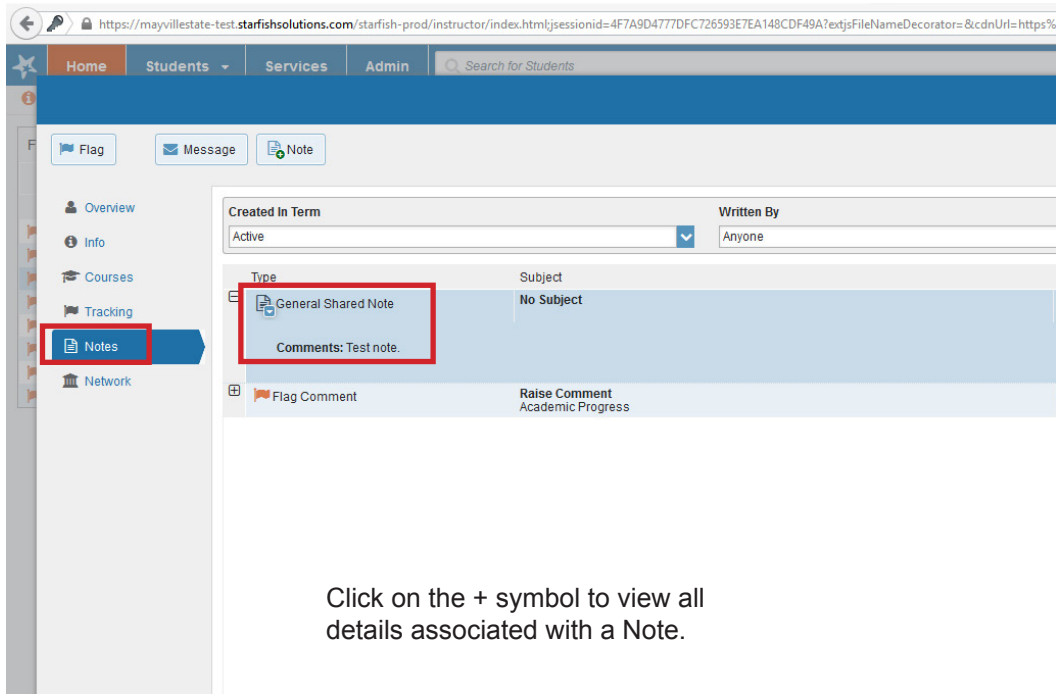
- Note Type:** General Shared Note (dropdown menu)
- Date:** 09-26-2016
- Subject:** (text input field)
- Note:** (large text area for comment)
- Send copy of note to yourself
- Send copy of note to student
- Note Sharing:** Shared Private
- Note Permissions:** People with the following roles may be able to see this note if they have a relationship with the student(s):
 - Academic Leadership
 - Academic Support
 - Advisor
 - Athletic Director
 - Business Office

Buttons at the bottom include 'Never Mind' and 'Submit'. A 'Required fields' indicator is present at the bottom left.

1. Choose the Note Type
2. Add a subject
3. Add your comment
4. Be aware that while a student won't automatically see your comment, they have the right to view it as part of their educational record
5. Choose who to notify
6. Click Submit to add your comment and notify the individuals selected.

Viewing a Note

You can review notes that have been made by clicking on a student's name in Starfish and viewing their student folder. The "Notes" section in the main navigation panel on the left side of the student's folder will show all of the General Notes that have been made about that student.



The screenshot shows the Starfish interface for viewing a student's notes. The left navigation panel has the 'Notes' option highlighted in blue. The main content area displays a table of notes with the following columns: 'Created In Term', 'Written By', 'Type', and 'Subject'. The 'Created In Term' is set to 'Active' and 'Written By' is 'Anyone'. The table contains the following entries:

Created In Term	Written By	Type	Subject
Active	Anyone	General Shared Note	No Subject
		Comments: Test note.	
		Flag Comment	Raise Comment Academic Progress

Click on the + symbol to view all details associated with a Note.