



### Where can I find Starfish?

- From the BHSU Homepage navigate to this icon  → select Faculty & Staff → on the left-hand side click on  to login through SNAP with your BHSU email and password.
- Login to D2L → Navigate to a course you are teaching → select “Resources” → click on Starfish
- Or go to the following link: <http://bhsu.edu/starfishlogin>

### How do I set up my profile in Starfish?

- In Starfish click on “Profile”
- First update your Institutional Profile tab. Add information that you would like students to see.
- Next, click on the “Appointment Preferences” tab and choose your settings for appointments
- Finally, click on the “Email Preferences” tab and select your preferences for notifications and reminders

### How do I add office hours?

- From Starfish Dashboard click “Add Office Hours” (top left)
- Fill out the pop-up box including days, times, location, appointment length, and instructions
- Select the Start/End date using the dropdown
- Click Submit

### How do I manually raise a flag or add a kudo?

- Once you are in Starfish, click on “students” located on the left hand side of the page when you click the icon with 3 lines.
- A list of students will appear and you can search for students by name or sort your list by course section by selecting “Connection” from dropdown
- Click the box beside the student’s name
- Click “Raise Flag” or “Add Kudo”
- Select the Flag/Kudo type from the dropdown
- Select the Course from the “Course Context” dropdown
- Add a comment to leave further detail
- Click Save

### I just received a Progress Survey notification via email – what do I do?

- Login to your Starfish account via the BHSU homepage → Faculty & Staff or through D2L
- You will see an outstanding report at the top of your Starfish Dashboard for each course that you teach
- Click on the survey, check boxes on students you need to flag & add comments, then click submit
- If you have no flags to report still open the survey and submit it to record no flags
- How many surveys will I get a semester?
  - Week 2 Post Census date attendance survey
  - Week 4 Academic progress survey
  - Week 10 Withdraw survey
  - If you have any athletes in your courses you will receive an additional survey Weeks 8 & 12 for Athlete Grade Checks.