



# Spring 2023 Starfish - Faculty/Staff Training Options

**Starfish Basics:** Get familiar with Starfish anytime using this recorded session focusing on basic features, including setting up your profile and navigation.

## Starfish Basics Video Tutorial

**Starfish Mini-Sessions:** Dive into the features YOU want to use this semester! Maximize your time by choosing training focused on a specific Starfish feature. **UPDATED 1/23/2023\*\*\***

Topic	Date	Time	Place
<b>Attendance No-Show Survey Help -</b> Keeping track of students who have never attended your course using the Starfish survey.	2/2/2023	12:05-1:05PM	CAE
<b>Progress Survey Best Practices -</b> Get to know more about completing progress surveys and how to streamline the process.	2/9/2023	10:00-11:00AM	CAE
<b>Calendar/Appointments -</b> Make scheduling appointments for students a breeze! Learn how to add appointments, record outcomes and share information to keep students on a path to success.	2/14/2023	1:00-2:00PM	CAE
<b>Daily Attendance Tracking -</b> Fill out the simple form to mark a student present, absent, tardy, or excused. Extract data into Excel.	3/16/2023	11:00-noon	CAE
<b>Stopped Attending Survey Help -</b> Keeping track of students who have stopped attending your course using the Starfish survey.	4/4/2023	10:00-11:00AM	CAE

Email [william.benton@millersville.edu](mailto:william.benton@millersville.edu) with your name and desired session topic and date to reserve your spot. A remote option is also available for those who can't attend the Center for Academic Excellence, located in Lyle Hall, in person.

Don't see what you're looking for? Need a different time?  
Contact William Benton x4452 to set up a customized training!