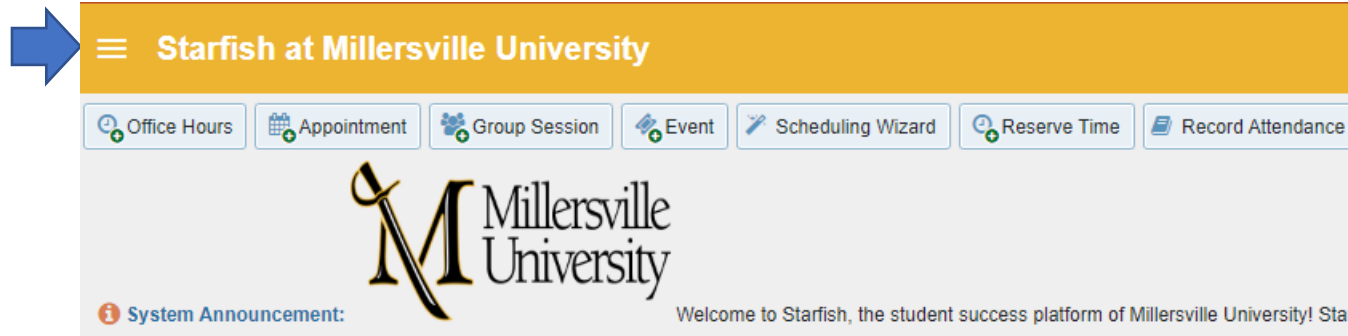


How to Find Student Information in Starfish

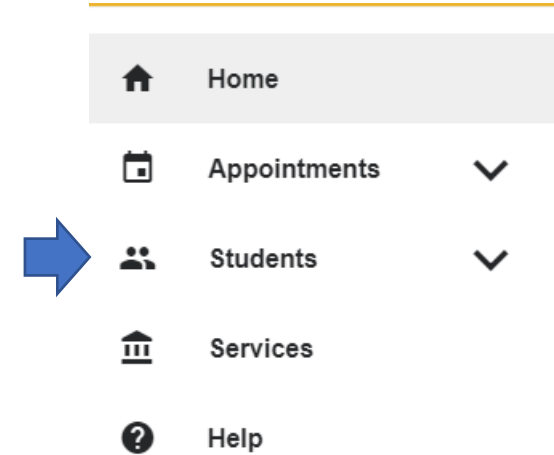


Starfish

Expand the hamburger menu from your homepage and select “Students”

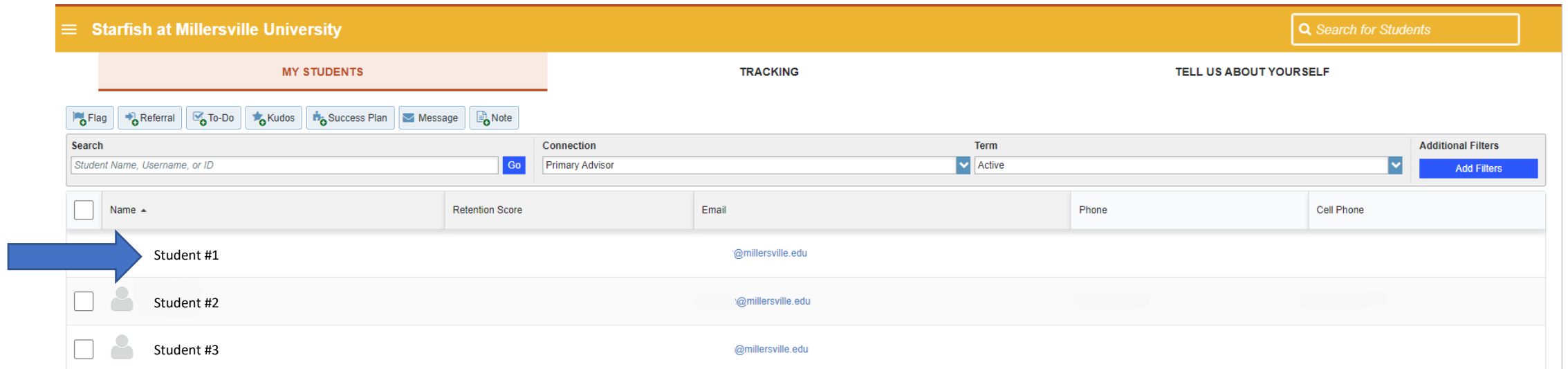


The image shows the top portion of the Starfish at Millersville University homepage. It features a yellow header with the text "Starfish at Millersville University" and a hamburger menu icon. Below the header is a row of navigation buttons: Office Hours, Appointment, Group Session, Event, Scheduling Wizard, Reserve Time, and Record Attendance. The Millersville University logo is prominently displayed in the center, with a "System Announcement" section below it that reads "Welcome to Starfish, the student success platform of Millersville University! Starfi".





The image shows the expanded hamburger menu from the homepage. It is a vertical list of options: Home (with a house icon), Appointments (with a calendar icon and a downward arrow), Students (with a group of people icon and a downward arrow), Services (with a building icon), and Help (with a question mark icon). A blue arrow points from the left towards the "Students" option.

Click on a student’s name to access their folder



The image shows the "MY STUDENTS" page in the Starfish system. The page has a yellow header with the text "Starfish at Millersville University" and a search bar labeled "Search for Students". Below the header are three main sections: "MY STUDENTS" (highlighted in red), "TRACKING", and "TELL US ABOUT YOURSELF". The "MY STUDENTS" section contains a row of action buttons: Flag, Referral, To-Do, Kudos, Success Plan, Message, and Note. Below these buttons is a search and filter area with a search box (placeholder: "Student Name, Username, or ID"), a "Go" button, a "Connection" dropdown menu (set to "Primary Advisor"), a "Term" dropdown menu (set to "Active"), and an "Additional Filters" button labeled "Add Filters". Below the search area is a table with columns: Name, Retention Score, Email, Phone, and Cell Phone. The table contains three rows of student data:

<input type="checkbox"/>	Name	Retention Score	Email	Phone	Cell Phone
<input type="checkbox"/>	Student #1		@millersville.edu		
<input type="checkbox"/>	 Student #2		@millersville.edu		
<input type="checkbox"/>	 Student #3		@millersville.edu		

A blue arrow points from the left towards the "Student #1" row in the table.

Overview Tab

- Last Term Enrolled
- Major
- Minor
- Student Type
- Holds
- Rate Code

The interface features a toolbar at the top with the following buttons: Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, Appointment, and File. Below the toolbar is a sidebar with navigation options: Overview (selected), Info, Success Plans, Courses, Tracking, Student Surveys, Meetings, Notes, and Network. The main content area is titled "Student Information" and displays three rows of data:

Student Information	
✓	Enrolled Currently: AS
✓	Enrolled Last Term: 202320
✓	Major: ENSS

Info Tab

- Demographics
- Programs
- Term Status
 - Enrollment Status
 - Term GPA
 - Class Level
 - Course Load
 - Living on Campus
 - Cumulative GPA
 - Total Credit Hours
 - Credits Attempted in Term
 - Credits Earned in Term
 - Receiving Financial Aid
 - Academic Standing

Flag Referral To-Do Kudos Success Plan Message Note Appointment File

Overview

Info

Success Plans

Courses

Tracking

Student Surveys

Meetings

Notes

Network

Demographics

Date of Birth	(20 years)	Gender	Female
Pell Grant Eligible	No	Race/Ethnicity	White
US Citizenship Status	Other		

Programs

Bachelor of Science

Primary Major:	Mathematics	Start Term:	Fall 2020
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Term Status

All Terms

Spring 2023

Enrollment Status:	Full-time	Academic Standing:	Good Standing
Term GPA:	2.230	Cumulative GPA:	2.690
Class Level:	Junior/Third-year	Honors:	No
Total Credit Hours:	87	Credits Attempted in Term:	16
Credits Earned in Term:	13	Course Load:	6 courses
Receiving Financial Aid:	Yes	Living On Campus:	No

Fall 2022

Enrollment Status:	Full-time	Academic Standing:	Good Standing
Term GPA:	2.887	Cumulative GPA:	2.790
Class Level:	Junior/Third-year	Honors:	No
Total Credit Hours:	74	Credits Attempted in Term:	16
Credits Earned in Term:	16	Course Load:	6 courses
Receiving Financial Aid:	Yes	Living On Campus:	No

Success Plans Tab

- Success Plan

The screenshot displays the 'Success Plans' tab in a software interface. At the top, there is a horizontal toolbar with buttons for 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', 'Appointment', and 'File'. On the left side, a vertical navigation menu includes 'Overview', 'Info', 'Success Plans' (highlighted in blue), 'Courses', 'Tracking', 'Student Surveys', 'Meetings', 'Notes', and 'Network'. The main content area shows two success plan entries:

- Success Plan: Advising Monthly Meeting Plan**
Monthly meetings to engage students who need additional guidance during the semester. Check on student progress from prior goals and get updates on any changes or additional factors that need to be addressed.
Created By: [Redacted] 6-23-2023 Status: In Progress
- Success Plan: Academic Success Plan**
Complete each step in preparation for your return to the next semester.
Created By: [Redacted] 06-01-2023 Status: In Progress

Success plans are a feature that combines a set of tracking items into an integrated prescriptive plan that can be assigned to one student or many. Success plans allow for creation of multiple alerts on a single student in a defined success path.

Courses Tab

- Courses by Term
 - Course Title
 - Section
 - Credit Hours
 - Instructor
 - Meeting Times

The screenshot displays the 'Courses Tab' interface. At the top, there is a toolbar with buttons for Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, Appointment, and File. On the left, a sidebar contains navigation options: Overview, Info, Success Plans, Courses (highlighted), Tracking, Student Surveys, Meetings, Notes, and Network. The main content area features a search bar with columns for Search, Term, and Status. The search results list two courses:

Search	Term	Status
<input type="text" value="Course Name or Course Id"/>	<input type="text" value="All"/>	<input type="text" value="All"/>

Course Title	Credit Hours	Term
GIS I: Vector Data Analysis 202320-GEOG295-01-BLA	Credit Hours: 3	[Spring 2023]
Introductory Chemistry 1 202320-CHEM111-02-99S	Credit Hours: 4	[Spring 2023]

Additional details for each course include Instructors, Schedule, and Official Grade.

Tracking Tab

- Tracking Items
 - Flags
 - Kudos
 - To Dos
 - Referrals

The screenshot displays the 'Tracking Tab' interface. At the top, there is a navigation bar with buttons for Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, Appointment, and File. Below this is a sidebar with navigation options: Overview, Info, Success Plans, Courses, Tracking (highlighted), Student Surveys, Meetings, Notes, and Network. The main content area features a table of tracking items with filters for View (Inbox), Status (All), and Created By (Anyone/Me). The table columns are Item Name, Status, Created, Due, Assignee, and Context.

Item Name	Status	Created	Due	Assignee	Context
<input checked="" type="checkbox"/> Contact the Office of Learning Services	Resolved	05-31-2023 by [redacted]	06-30-2023		
<input checked="" type="checkbox"/> Contact your Academic Advisor	Resolved	05-31-2023 by [redacted]	06-30-2023		
<input checked="" type="checkbox"/> ★ Congratulations on your Academic Achievement!	Active	05-17-2023 by [redacted]			
<input checked="" type="checkbox"/> ★ Congratulations on your Academic Achievement!	Active	05-17-2023 by [redacted]			
<input checked="" type="checkbox"/> Contact Student Support	Active	05-16-2023 by [redacted]			
<input checked="" type="checkbox"/> Contact Student Support	Resolved	05-16-2023 by [redacted]			
<input checked="" type="checkbox"/> It's the Final Countdown! Success Coaching drop-in	Active	04-17-2023 by [redacted]			
<input checked="" type="checkbox"/> Attend the Finish Strong Event	Resolved	04-14-2023 by [redacted]	04-27-2023		

Student Surveys Tab

Student Surveys

Based on assigned permissions, Open Student Surveys may be editable by the student or staff members until the end date. Closed Student Surveys are no longer editable. Paused Student Surveys are not editable and only display if there are responses.

Tell Us About Yourself

Status Open **Open Dates** 06-20-2023 - No End Date **Response Last Updated** No Response

[VIEW RESPONSE](#) [EDIT RESPONSE](#)

A listing of available surveys that the student can complete and their responses to the questions.

Meetings Tab

Flag	Referral	To-Do	Kudos	Success Plan	Message	Note	Appointment	File
Overview	Info	Success Plans	Courses	Tracking	Student Surveys	Meetings	Notes	Network
Date / Time	Reason	Scheduled By	With	Location				
03-30-2023 at 10:52 am (Walk-In Meeting)	Tutoring			McNairy Library 5th Floor				
02-16-2023 at 10:30 am (Appointment)	Registration / Class Schedule Course: Science Writing (202320-WRIT319-50Z-OLA)			Library				
02-06-2023 at 2:55 pm (Appointment)	Pre-registration			Library				
01-13-2023 at 1:35 pm (Appointment)	General Advising Visit			Library				
11-09-2022 at 10:30 am (Appointment)	Tutoring Course: Field & Research Methods GEOG (202260-GEOG289-01-BLA)			Library				
10-05-2022 at 10:00 am (Appointment)	Discuss prior test			Library				

A documented occurrence of a meeting between a student and a calendar owner (i.e., advisor, instructor) that includes details about the outcomes of the meeting.

Notes Tab

Flag Referral To-Do Kudos Success Plan Message Note Appointment File

Overview Info Success Plans Courses Tracking Student Surveys Meetings **Notes** Network

Created In Term: Spring 2023 Written By: Anyone Note Type: Any

Type	Subject	Written By	Date
<input checked="" type="checkbox"/> To-Do Comment	Create Comment It's the Final Countdown! Success Coaching drop-in	Role: Academic Leadership	04-17-2023
It's the final countdown to finals week! Drop-in opportunities for success coaching: study/test-taking strategies, finals week prep and planning, self-care and stress management. Healthy snacks and hydration. Visit the 5th floor of McNairy Library on Tuesday 4/25 5:30-7:30pm and 4/26 6:00-8:00pm.			
<input checked="" type="checkbox"/> To-Do Comment	Create Comment Attend the Finish Strong Event	Role: Academic Leadership	04-14-2023
Attend FINISH STRONG on April 27 from 11am to 2pm at the SMC, Huntingdon House, and at the McNairy Library. Get study tips, freebies, food, info on summer jobs and internships, and more! See the full agenda here - https://getinvolved.millersville.edu/event/8992836 . University College is here to support you with valuable resources to help you complete your semester goals.			
<input checked="" type="checkbox"/> To-Do Comment	Create Comment Contact the Financial Aid Office	Role: Academic Leadership	04-10-2023
Ensure that you have finalized all financial aid paperwork and requirements, or make arrangements with Business Office.			

The Student Folder Notes tab provides an aggregated look at comments saved about the student whether as part of a tracking item, within a meeting, posted directly to the student folder as a note, or sent to the student via Starfish's Send Message option. Click on the **"+" sign** associated with any item to view the details.

Network Tab

Flag Referral To-Do Kudos Success Plan Message Note Appointment File

Overview
Info
Success Plans
Courses
Tracking
Student Surveys
Meetings
Notes
Network

Search: Name Connection: All Term: Active Go

Select All Deselect All Email Selected

<input type="checkbox"/>	 Primary Advisor (717) 871- @millersville.edu Assigned Items: 0
<input type="checkbox"/>	 Success Coach (717) 871- @millersville.edu Assigned Items: 0
<input type="checkbox"/>	 Success Coach - @millersville.edu Assigned Items: 0

The Student Folder Network tab list those individuals with whom the student has a relationship, and presents their email and phone contact information. Starfish also provides an Email Selected button that allows you to select one or more people from the list and send a message about the student via Starfish.