

November 14, 2017

Advising Essentials, Issue #5

### Quick Tips: How Starfish Can Help Your Advising

We know this is a busy time of year for everyone on campus. From faculty, to students, to staff, things can really start to pick up as the semester winds down. Starfish is a tool that facilitates efficient communication across the college. This creates huge benefits for professionals and students alike. ACPC advisers would like to share some quick tips on how Starfish can help you in advising. Try a couple of these tips, or try them all!

- Looking for a list of your advisees? Starfish can do that! In the top left of your Starfish dashboard, click where it says “Students”. Then click the button that says “My Students”. On the drop-down menu under where it says “Connection”, make sure you have “Assigned Adviser” selected.
- Do you want to email your advisees all at once? Checkmark the names of your students on the box to the left of their names. You can send a message or a note. A message will be viewable only to you and the student you sent it to (like a traditional email). A note will be visible to other professionals on campus who have access to Starfish, such as other advisers.

*Did you know? If you send a message or note in Starfish, you can see if and when the student read it!*

- For more information on one of your advisees, you can click on the student’s name from this list. It will open a box with the student information. You can also search for the student in the search box at the top of the screen.
- Another way to document your student interaction? Set up appointments using Starfish! You will first need to click your name in the top right-hand corner of the screen, and set up your appointment preferences. *Hint: You can also upload a picture, add a biography, and set up your email preferences, all in this section of Starfish.*
- After that’s done, click the button on the top left that says “Appointments”. Here you can add your Office Hours to your Starfish calendar. You can set it up so that students are able to put themselves on your calendar. This can be very convenient for the student and the adviser. You can also add an appointment to your calendar by clicking the button that says “Appointment”, and following the instructions.

*For information on Starfish Flags and Kudos, please see the most recent issue of Advising Essentials from October 20th.*

As always, if you have any questions or concerns, please contact the ACPC at 814-898-6164 and an adviser will be happy to speak with you.

Thank you,

The ACPC Advisers