REVIEWING THE PROGRESS OF AN ACTIVE ITEM

Purpose

Upon closure of the Starfish Course Progress Report, members of a students’ success network (Academic Advisors, Academic Success Coaches, Scholastic Coordinators, etc.) will attempt to provide interventions by calling and emailing students to offer support outside of the classroom.

These interventions are recorded in the Starfish system and accessible to the item raiser.

This document provides guidance on how to review the intervention efforts that have been recorded for an active item (e.g., flag, to-do, referral)

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Login to Starfish

Access Starfish by using this Direct link:

- [https://starfish.tamucc.edu](https://starfish.tamucc.edu)
- You may be prompted to complete the University’s Duo authentication.
- Once completed, you will be routed into your Starfish Account.

Access Starfish by logging into Blackboard:

- [https://bb9.tamucc.edu](https://bb9.tamucc.edu)
- You may be prompted to complete the University’s Duo Authentication. OnceAuthenticated, you will arrive at the Blackboard landing page.
- Click the Starfish link located at the top of the list in the Tools module to access your Starfish account.
Lookup Student Records

1. Use the “Quick Search” to select a student.
   - This will open the students’ “digital folder.”
2. From the student folder, select the “Tracking” tab.

   1. Starfish
   - You can search for a student by using the quick search box.
     (Student ID, Name, or username is accepted)

2. From the “Tracking” Tab in the Student Folder, you can view the Progress of Active Items for a particular student.

   - Click the “+” sign to the left of an item to expand the item and read additional information associated with the flag (e.g., Raiser notes – if provided)