



STUDENT SUCCESS

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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starfish@tamucc.edu

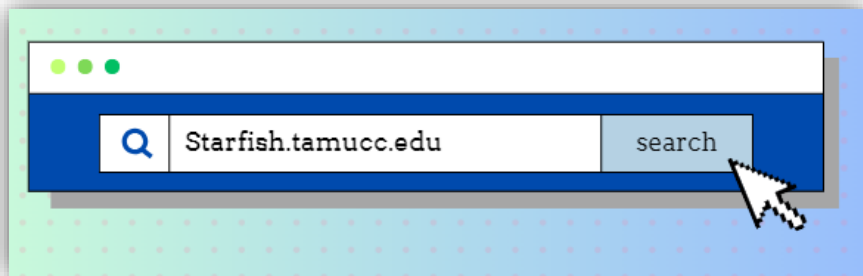


Starfish

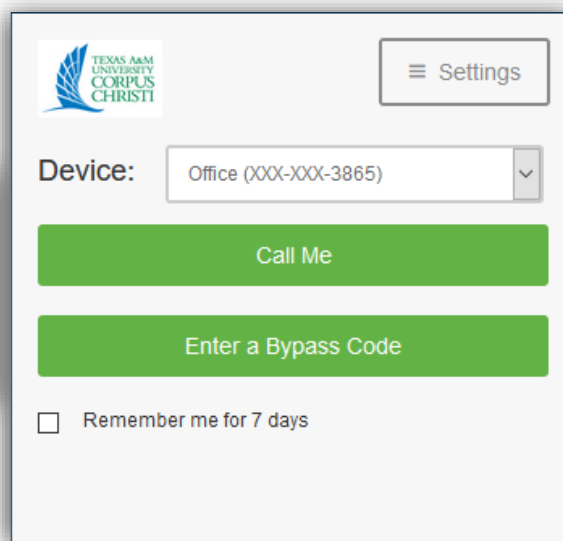
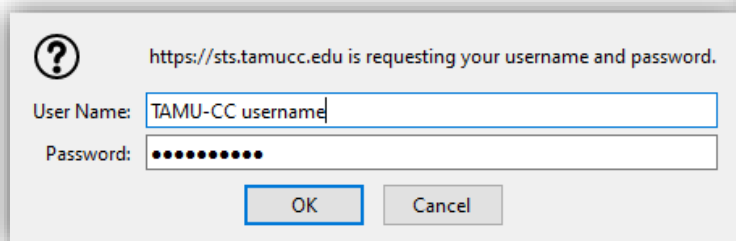
Last Updated 09/22/2022

Login to Starfish

Step 1. Search <https://starfish.tamucc.edu> using any browser:

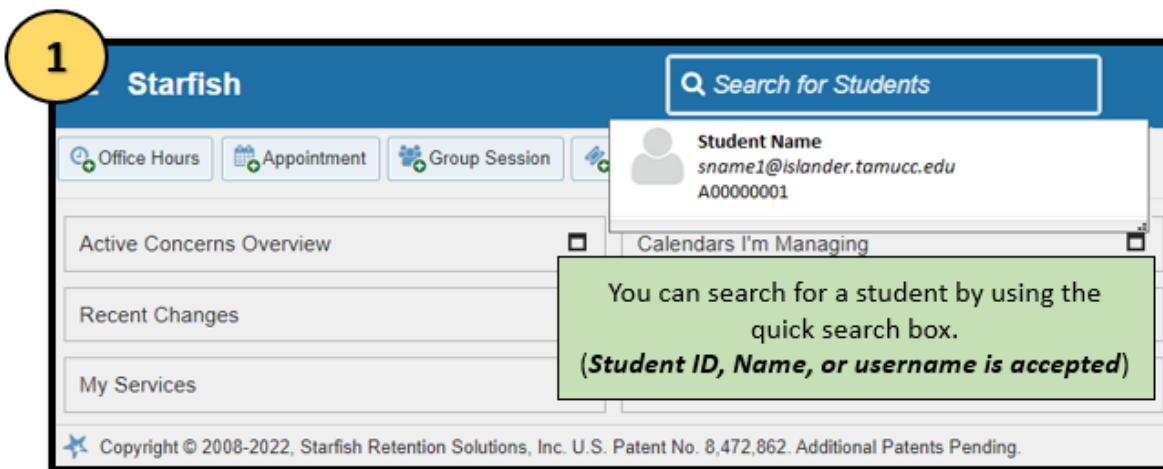


Step 2. You may be prompted to complete the University's Duo authentication. Once completed, you will be routed into your Starfish Account.



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.



2

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

Student Name

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

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

View: Status: ☐ Active ☐ Resolved ☒ Both Created By: ☒ Anyone ☐ Me

Item Name	Status	Created	Due	Assignee	Context
Class Performance Concern	Resolved	02-28-2022 by McGonagall, Minerva via Survey			[SP-22] THEA-1234-001- HISTORY OF MAGICAL CREATURES (12345.202201)
Journal					
02-28-2022 McGonagall, Minerva	Raise Comment	Missed Exam #1 during period of absence. See concern regarding health.			
03-01-2022 Baker, Jennifer	Assigned to				
03-01-2022 Baker, Jennifer	Close The Loop	Student changed his major and this course is no longer required. Tyler has dropped the course.			
03-01-2022 Baker, Jennifer	Flag Cleared	Reason: The concern is no longer relevant Comment: Student changed his major and this course is no longer required. Tyler has dropped the course.			

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)

Profile Contact