

Starfish

Adding Notes

To Add a Note:

Once you have logged into the system, search for or select the student for which you wish to add a note. You can do this by using the search box at the top of the page, or going into the Student Tab and clicking on the hyperlinked name of the Student.

1. You should now see the student file pop up on your screen.
2. Click the Add Note button at the top of the student file box.

The screenshot shows the Starfish Student Information interface. At the top, there is a search bar and a navigation menu with buttons for Flag, Referral, To-Do, Kudos, Message, Note, and Appointment. The 'Note' button is highlighted with a blue arrow pointing to it, and the text 'Add Note' is written vertically on the arrow. Below the navigation menu, the 'Student Information' section is visible, showing 'Major: Psychology' and 'Minor: Communication' with checkmarks. Underneath, there is an 'Active Flags' section with a timeline graph showing flags for various courses: Social Psychology, Movies and Madness, Senior Research I, and Christian Soc Ethics. The timeline spans from 29 Aug to 26 Sep.

3. You will then see a place to enter your note.

4. Select the Note Type

5. Include a Subject

6. Write your note in the text box provided.

****Note that students cannot view any notes, but other advisors, instructors, and service providers can view these notes. Note permissions are clearly outlined in a light blue shaded box at the bottom of the Create Note box.**

7. Once you are done writing your note, click Submit.

Psychology
Communication

Flags
Flags for courses in the

10-03-2016

Send copy of note to yourself
Send copy of note to student

Note Sharing Shared Private

Note Permissions: A note type must be selected to determine the sharing permissions for this note.

Required fields

Never Mind Submit

Flag Referral To-Do Kudos Message Note Appointment

Overview Student Information

Info
Success Plans
Courses
Tracking
Meetings
Notes
Network

Major: Psychology
Minor: Communication

Active Flags
Active Flags for courses in the active term

29 Aug 5 Sep 12 Sep 19 Sep 26 Sep

Social Psychology Movies and Madness Senior Research I Christian Soc. Ethics

8. To ensure your Note has been submitted or to view other notes, go back to the student file page

9. Click on the “Notes” Tab on the Left Side

10. You can now view any notes for which you have permission in the Notes Tab.

Flag Referral To-Do Kudos Message Note Appointment

Overview
Info
Success Plans
Courses
Tracking
Meetings
Notes
Network

Created In Term Written By Note Type

All Anyone Any

Type	Subject	Written By	Date
No notes are shared with you			

If there were notes for a student, they should show up here. There would be a small box with a plus sign you could use to expand the note.

11. You can use the sort terms (Created in Term, Written By, and Note Type) to sort the notes for each student.

12. You can also edit your own notes.