



Starfish - Faculty Instructions

Clearing Attendance Roster Verification Flags



South Texas College has implemented the Starfish Early Alert system to assist in communication between faculty and students. In an effort to optimize Starfish as an Early Alert System, faculty are encouraged to revisit the attendance roster verification flags and clear flags for any students who are now attending class, during Week 2 of the semester.

The following instructions were developed to help faculty “Clear Attendance Roster Verification Flags”.

Clearing Attendance Roster Verification Flags

Step 1: Click on the “Students” box located on the top-left of your screen. Then click on “Tracking” box. Move your cursor under the “Connection” column, choose desired course, and a list of students who have been flagged “Financial Aid Not Attended” should appear. Refer to Figure 1 below.

Figure 1.

The screenshot shows the Starfish system interface. At the top, there are navigation tabs: Home, Appointments, Students, and Services. The 'Students' tab is selected, and the 'Tracking' sub-tab is active. Below the tabs, there are action buttons: Resolve, Comment, Assign, Flag, Kudos, Success Plan, and Send Message. The main area displays a table of students with columns for Student, Item Name, Status, and Connection. A dropdown menu is open under the 'Connection' column, showing a list of courses. A red box highlights the 'Philosophy of Religion PHL2321 P01' option in the dropdown. A red arrow points to the dropdown menu.

Student	Item Name	Status	Connection
Blanco, Luis	Financial Aid Not Attended	Active	Behavior:Ethics/Leadership I ORGL3322 B/V2
Lozano, Diego	Financial Aid Not Attended	Active	Behavior:Ethics/Leadership I ORGL3322 B/V4
Castillo, Javier	Financial Aid Not Attended	Active	Intro. to Philosophy PHL1301 P30
Adame, Rodolfo	Financial Aid Not Attended	Active	Intro. to World Religions PHL1304 P01
Selvan, Fay	STC Attendance Concern	Active	Introduction to Ethics PHL2306 B/V1
Selvan, Ariana	STC Attendance Concern	Active	Introduction to Ethics PHL2306 B/V1
Doms, Karen	STC Keep Up the Good Work	Active	Introduction to Ethics PHL2306 B/V2
Doms, Karen	STC Student in Danger of Failing	Active	Philosophy of Religion PHL2321 P01

Step 2: If a student is now attending class, click on the orange flag by “Financial Aid Not Attended” and a new window will appear. Click on the “Clear” button to clear the flag and a second window will appear. You can enter a comment, if desired but not necessary, and click on the “Submit” button. Refer to Figures 2 and 3 below.

Figure 2.

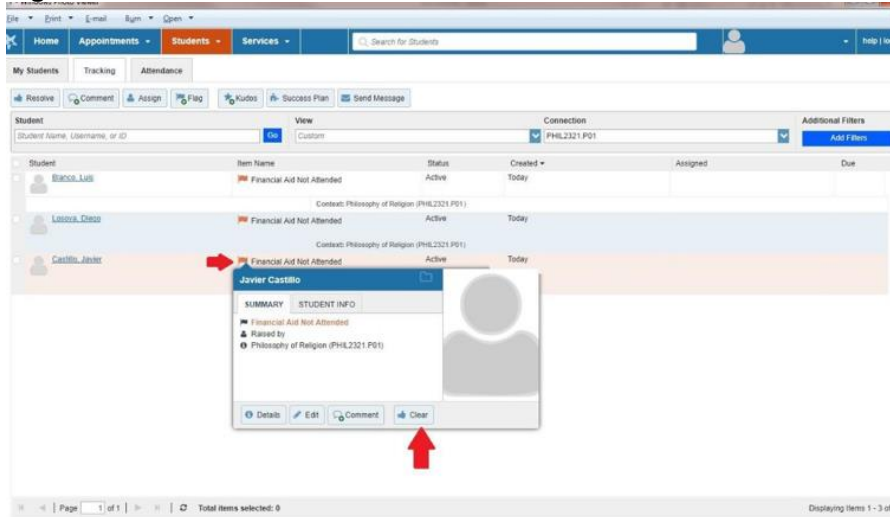
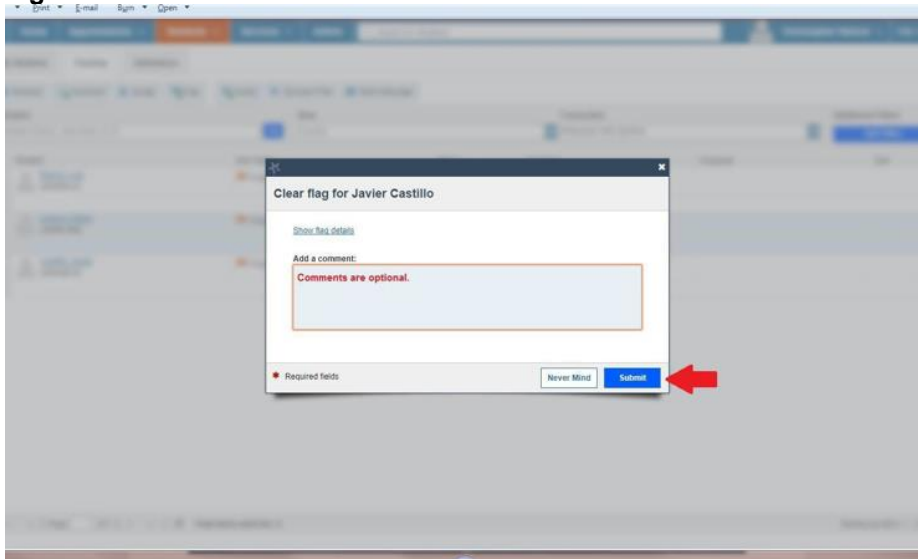


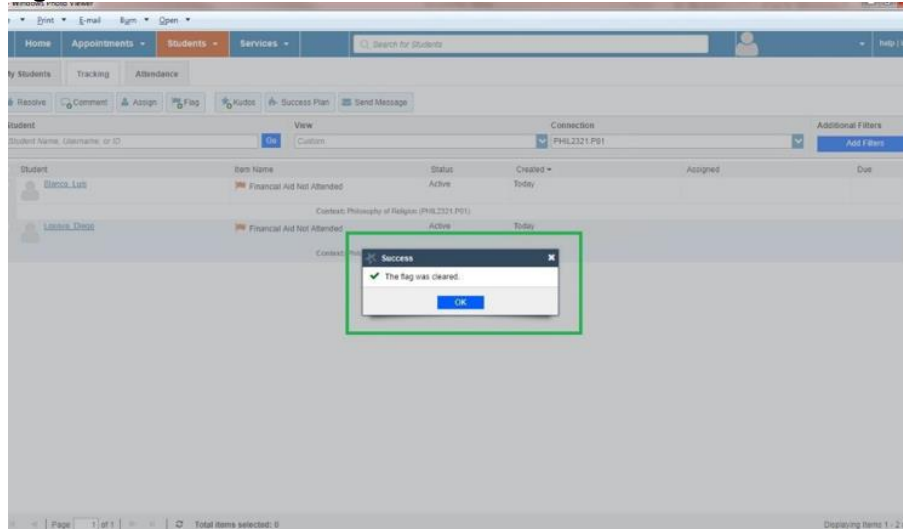
Figure 3.



Step 3: A confirmation box will appear to indicate that the flag was cleared. Refer to Figure 4 below.

Note: Step 2 will have to be repeated for each student with a flag that needs to be cleared.

Figure 4.



For additional questions, please contact:
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