

Spring 2020



# Starfish - Student Instructions

## Activate Email and Set-Up Profile



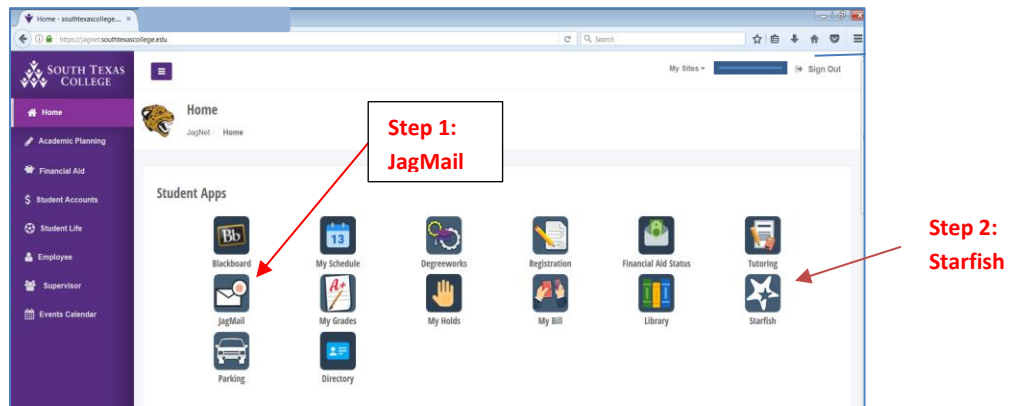
South Texas College wants to ensure that you are aware of some of the tools that are available to help students successfully complete their courses. To accomplish this, STC implemented the Starfish Early Alert system to assist with communication between faculty, support staff, and students. Starfish has many capabilities to help students succeed in their course.

If your instructor raises a flag, you will be notified via email. If you receive an alert that a flag has been raised, please make an appointment to see your professor so that he/she can provide you with resources or tools to help you succeed. Using Starfish, you can schedule an appointment to meet with your professor to discuss the flag and learn about options available to you. You can also use Starfish to raise your hand to ask your professor or advisor for assistance.

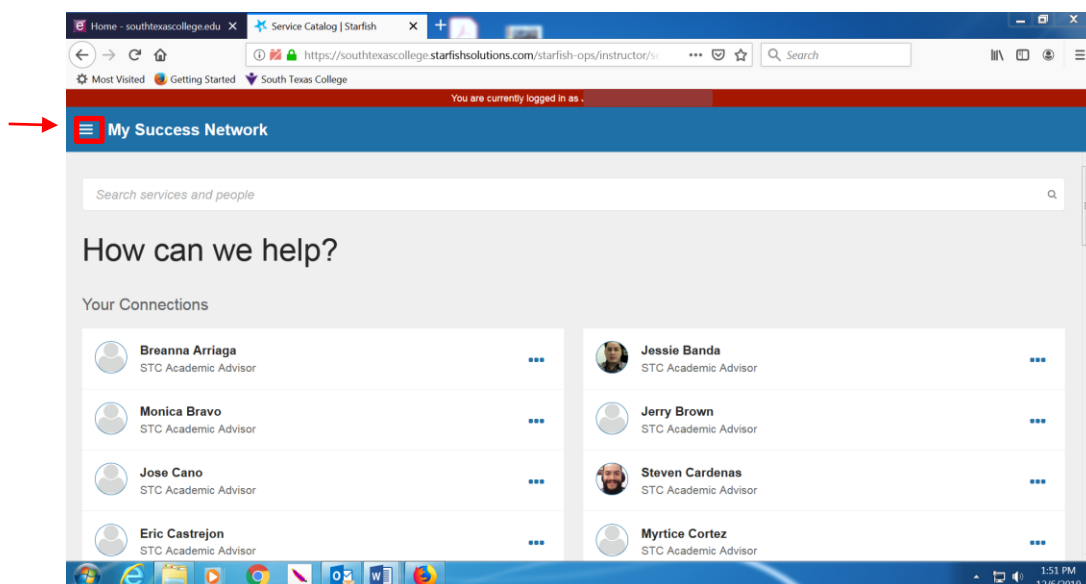
We also want to stress the importance of checking your email on a regular basis in case a flag is raised. Please follow the steps below to activate your email and set up your profile.

### Step 1: To activate your STC email account:

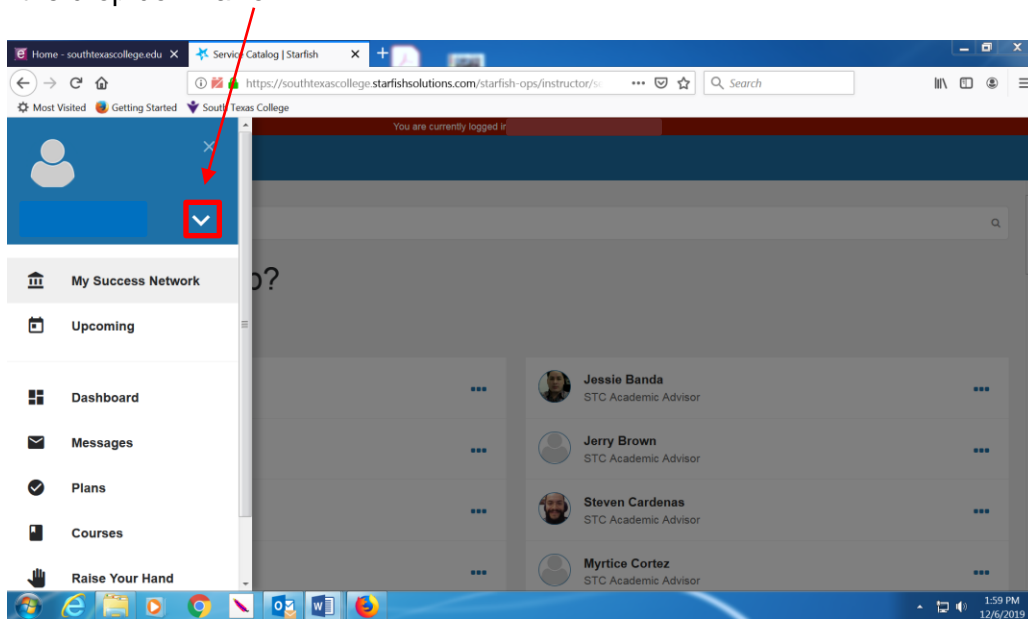
Log-In to the **JagNet Portal** and locate the “**JagMail**” icon under “Student Apps” of your screen. Click on the App to activate your email account. If you have trouble accessing your email, please ask your instructor for assistance or contact the HelpDesk at 872-2111.



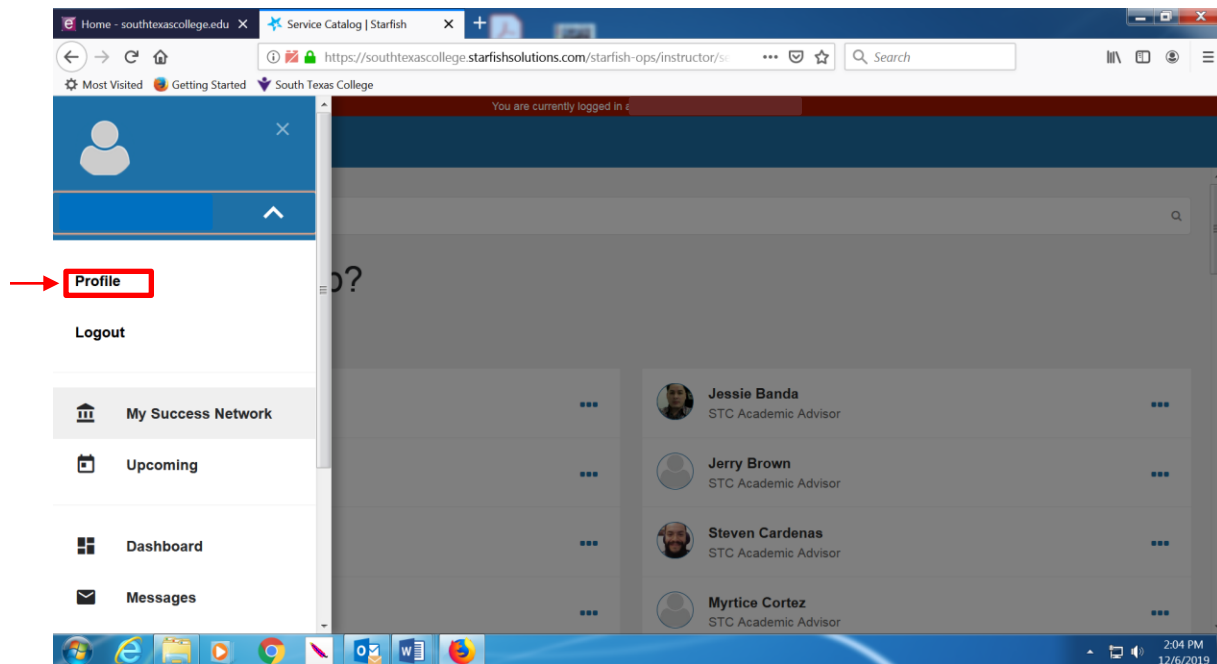
**Step 2:** Using the Jagnet Portal, locate the **Starfish link** on your screen (see above) to **set up your profile**: Next click on the menu button at the top left corner (see below).



**Step 3:** Click on the drop down arrow:



**Step 4:** Next, select “Profile”:

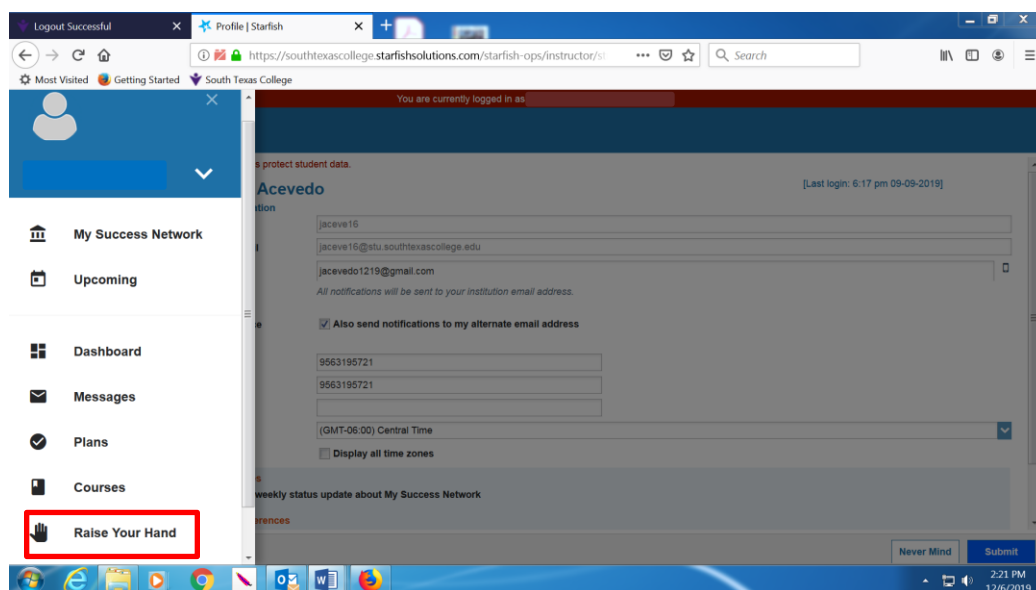


**Step 5:** In your Profile page, you have the option to upload your picture (5a) if you wish. This is optional. Please **confirm** that your contact information, email addresses, phone numbers, etc., are correct And/or provide updates, if necessary.

**Note:** Please check off the box towards the middle of the profile that says: “Also send notifications to my alternate email address” (5b).

The screenshot shows the Starfish Profile page in a web browser. The browser's address bar displays the URL: <https://southtexascollege.starfishsolutions.com/starfish-ops/instructor/si>. The page header indicates the user is logged in as 'You are currently logged in as'. The profile page includes a section for 'Contact Information' with fields for 'Login', 'Institution Email', and 'Alternate Email'. Below these fields, a note states: 'All notifications will be sent to your institution email address.' There is a checkbox labeled 'Also send notifications to my alternate email address' which is checked. To the left of the profile fields, there is a placeholder for a profile picture and a red box labeled '5a' with an arrow pointing to the 'Upload Photo' link. Another red box labeled '5b' with an arrow points to the checked checkbox. The page also includes sections for 'Email Preference', 'Phone', 'Cell Phone', 'Web Meeting', 'Time zone', and 'Weekly Updates'. At the bottom, there is a 'Reminder Preferences' section and a 'Required fields' section. The Windows taskbar at the bottom shows the time as 2:07 PM on 12/6/2019.

**Step 6:** Once you have set up your profile, please click on the “Raise Your Hand” icon located to the left of your screen.



- Click on the dropdown button under **“Type”**, and choose **“Assignment Complete”** (6a).

The screenshot shows a web browser window with the URL <https://southtexascollege.starfishsolutions.com/starfish-ops/instructor/s/>. The page is titled "Raise Your Hand" and includes instructions for students. A red box labeled "6a" points to the "Type" dropdown menu, which is expanded to show three options: "Assignment Complete", "I Need Help", and "I Need Help In A Course". The "Assignment Complete" option is highlighted with a red box and contains the text: "Select this option when you have completed the Starfish Assignment. Your instructor will be notified. Don't forget to include your latest email address and phone number." Below the dropdown are "Never Mind" and "Submit" buttons.

- Next click on the dropdown button under **“Course”** and select the course for the instructor who asked you to participate in the Starfish Assignment.
- Once this is done, please click Submit.

The screenshot shows the same "Raise Your Hand" form. The "Type" dropdown is now set to "Assignment Complete". The "Course" dropdown is expanded, showing "No Course" as the selected option and a list of courses below it: "Supply Chain Security (TMGT4342.V01.202010)" and "Health Care Mgt Practicum (MHSM4551.V02.202010)". A red box labeled "6a" points to the "Course" dropdown. At the bottom right, the "Submit" button is highlighted with a red box and an arrow.

**NOTE:** If you have already done this assignment in another class, it is not necessary to do it again, unless there have been any changes in contact information that you need to update. Please let your instructor know if you have recently done the assignment in another class.