

Starfish – Faculty Guide

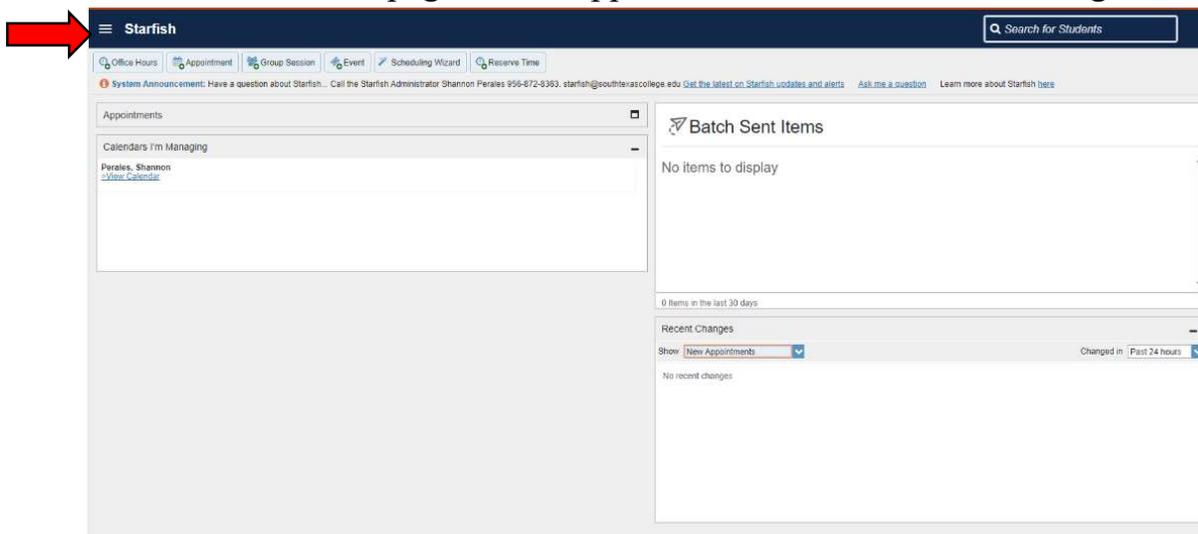
How to Set Up Your Profile

South Texas College is using the Starfish Early Alert system as a communication tool between faculty, support staff, and students. In an effort to optimize Starfish as an Early Alert System, Faculty are reminded that they must set up their Starfish profiles. The following instructions were developed to help faculty set up their Starfish profiles:

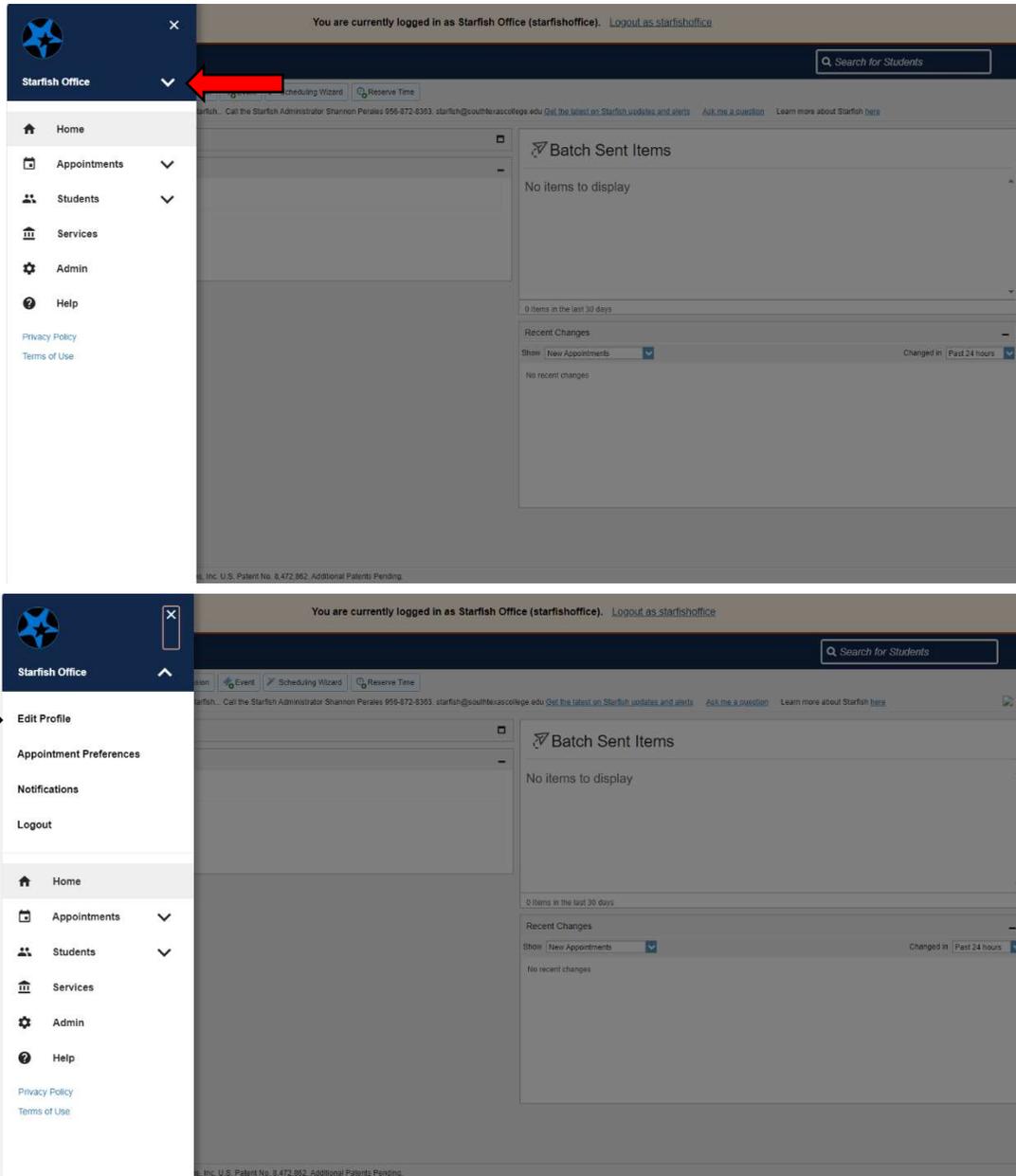
Step one: Visit the Starfish website at <https://academicaffairs.southtexascollege.edu/starfish/> and click on the blue login button. A login screen will pop up and add your STC credentials



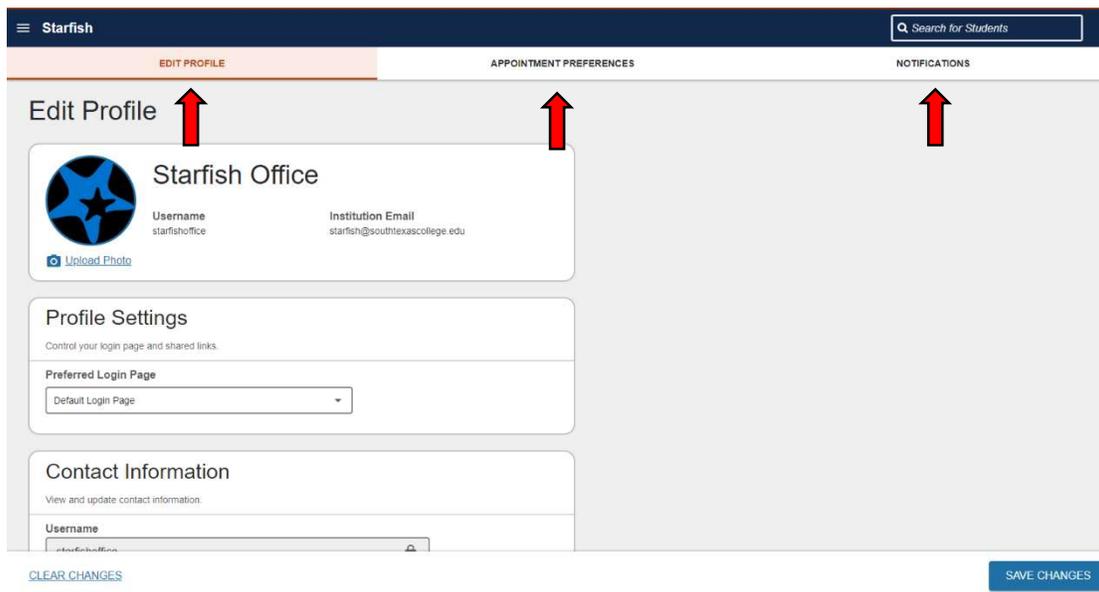
Step two: Your Starfish home page should appear. Please click on the hamburger menu.



Step three: Click on the drop-down arrow located by your name. Then click on Edit Profile.



Step four: Fill out all information on Edit Profile, Appointment Preferences, and Notifications.



Step five: Going through each tab:

Edit Profile: We ask that you include any picture (school-appropriate), add an alternative email (if you like), ensure the phone number is your office number, Web meeting link (if you have a Zoom, Teams, or Blackboard link), About section (we ask for it to be filled out so students can connect with you). Hit Save Changes before going to the next tab.

Appointment Preferences: Office Hour Defaults (already preset but can be adjusted to your preferences) Calendar Sync (we ask you to uncheck mark all boxes and **DO NOT** sync your calendars) My Locations (This is where you add all locations you can meet with the students for when you are filling out your office hours in Starfish. There can be multiple locations) Calendar Management (this is to customize and view people who manage your calendar). Hit Save Changes before going to the next tab.

Notifications: Go through each and set to your preference. Hit Save Changes.

Shannon Perales

Starfish Administrator



We're here to help, reach out to Starfish today!

Email: starfish@southtexascollege.edu

Phone: (956)872-8363

