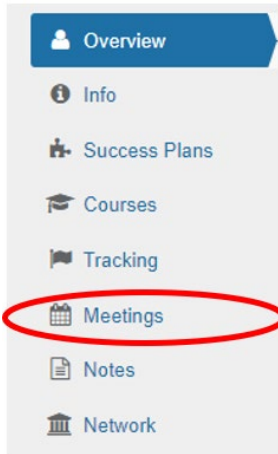


Viewing Appointments and Notes in Starfish

Whether you're working with a student regularly or you're just starting to work with a student, the Student File will provide you an overview of all that is going on with the student. Depending on your role(s) in Starfish, you may be able to view multiple flags, referrals, kudos, appointments, or notes.




Within most departments, appointments and notes are shared amongst those that work in the department for easy sharing of information. By accessing a Student's File, the shared appointments and notes will be available for viewing in their specific tabs in the Student's File.


Appointments




To view appointments, access the specific Student File and select the **Meetings** tab from the menu on the left.

The **Meetings** tab will show you a list of all the meetings you have permission to view.

Date / Time	Reason	Scheduled By	With	Location
 02-11-2021 at 9:00 am (Appointment)	General visit	Amy Culwell	Amy Culwell	Video Chat
 02-01-2021 at 11:00 am (No Show)	General visit	Amy Culwell	Amy Culwell	Video Chat
 01-29-2021 at 11:15 am (Canceled)	General visit	Amy Culwell	Amy Culwell	Video Chat

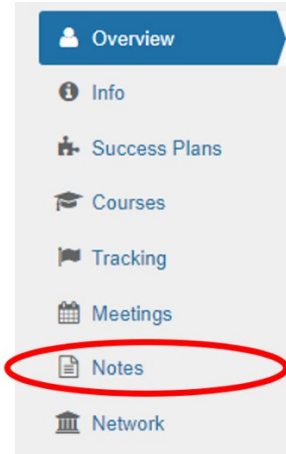
Click the  button to expand a specific appointment to see any Outcome Notes or SpeedNotes available.

Date / Time	Reason	Scheduled By	With	Location
 02-11-2021 at 9:00 am (Appointment)	General visit	Amy Culwell	Amy Culwell	Video Chat

Comments: Enter information about the appointment here. Assume that in addition to those listed with permissions to view below, the student may be able to see these notes.

SpeedNotes: Course-specific assistance Discussed grades, Reviewed coursework

Notes



To view notes, access the specific Student File and select the **Notes** tab from the menu on the left.

The **Notes** tab will show a listing of any type of note that has been recorded in Starfish and is accessible by your role(s) within the system. Types of notes that may be viewable: appointment comment, flag comment, general shared note, referral comment.

You can easily filter by specific contributors (faculty and staff) and by specific note types (depending on those available for viewing by your assigned role(s)). *Note types are not limited to those listed and those listed may not be viewable by all roles.*

Created In Term	Written By	Note Type	
Active	Anyone	Any	
Type	Subject	Written By	Date
Appointment Comment	[REDACTED]	Cathy Kennemer Role: Instructor, General Advisor, Student Success Coach	02-11-2021
General Shared Note	Email outreach	Cathy Kennemer Role: Instructor, General Advisor, Student Success Coach	02-10-2021
Flag Comment	[REDACTED]	Amy Culwell Role: Access-Accommodations_ALL	02-10-2021
General Shared Note	Just a test	Amy Culwell Role: Access-Accommodations_ALL	02-10-2021
Appointment Comment	[REDACTED]	Cathy Kennemer Role: Instructor, General Advisor, Student Success Coach	02-05-2021
Appointment Comment	[REDACTED]	Cathy Kennemer Role: Instructor, General Advisor, Student Success Coach	02-04-2021
Flag Comment	[REDACTED]	Cathy Kennemer Role: Instructor, General Advisor, Student Success Coach	02-02-2021
Referral Comment	Create Comment Tutoring Referral	Cathy Kennemer Role: Instructor, General Advisor, Student Success Coach	02-02-2021
Flag Comment	[REDACTED]	Cathy Kennemer Role: Instructor, General Advisor, Student Success Coach	02-01-2021
Flag Comment	[REDACTED]	Cathy Kennemer Role: Instructor, General Advisor, Student Success Coach	01-29-2021

Click the button to expand a specific comment or note and view any available notes entered.

02-11-2021 at 9:00 am (Appointment) General visit Amy Culwell Amy Culwell Video Chat

Comments: Enter information about the appointment here. Assume that in addition to those listed with permissions to view below, the student may be able to see these notes.

SpeedNotes: Course-specific assistance Discussed grades, Reviewed coursework