



*Administrative Assistants of Support Programs
Training Session
Friday, February 5, 2021*

***In the Chat**, input First Name, Last Name, Department, Classification and Email to receive the Starfish Early Alert Training PowerPoint, Training Guides and additional resources.

Meet your Starfish Trainers



Renee Coffin
Sr. Admin. Assistant
To Sr. Dean Howard Willis

Starfish Project Scribe
Lead Configuration
Starfish Function Team

Starfish Trainer



Jessenia Cota
Counseling Services
Specialist

Starfish Admin
Lead Configuration
Starfish Function Team

Starfish Trainer

What, Why & Benefits of Starfish Early Alert

What is Starfish?

- A retention tool that **Napa Valley College** will utilize to improve student success, including retention and graduation rates.
- A **collaborative effort** between the campus staff, faculty and administrators (Student Success Networks) to ensure student success and persistence.



**Just some of the features of Phase 1 for NVC - Spring 2021.*

What, Why & Benefits of Starfish Early Alert

- High number of students on Academic Probation and Dismissal
 - Special Emphasis on Probation 1 Students (Academic and/or Progress)
- BP/AP Policy on Academic Probation and Dismissal
- CCC Best Practices and Models
 - Los Medanos, Contra Costa, El Camino, Bakersfield, Crafton Hills
 - Explored and reviewed SARS Early Alert and Starfish Early Alert



What, Why & Benefits of Starfish Early Alert

1. Access useful information on your Support Program Participants on one screen
2. Quickly provide students help by connect them with services
3. Stay informed on a student through the Referral process, “Closing the Loop”
4. Provide positive reinforcement of successful behaviors
5. Communicate with students individually or in groups
6. No more paper Mid-Term Evaluations! All electronic process through Starfish



Starfish Training Agenda

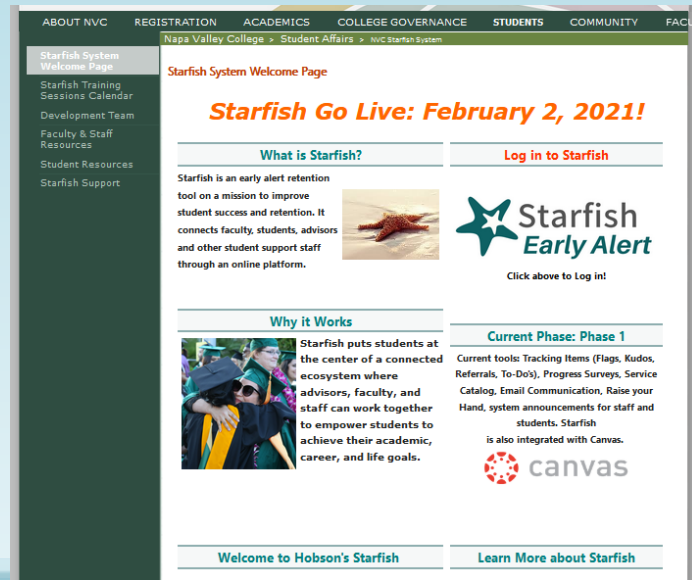
- Logging into Starfish
- Setup your Starfish Profile & Notification Settings
- View your Homepage (i.e. Dashboard)
- Viewing your Student Lists (i.e. My Students)
- Raise To-Dos, and/or Referral
- Tracking Items & Closing the Loop (a.k.a. Resolve)
- Progress Survey (Mid-Term) (*Early March*)
- Attributes & Advance Filtering
- Catalog Services
- Starfish Help & Resources
- Upcoming Training Sessions and Q&A



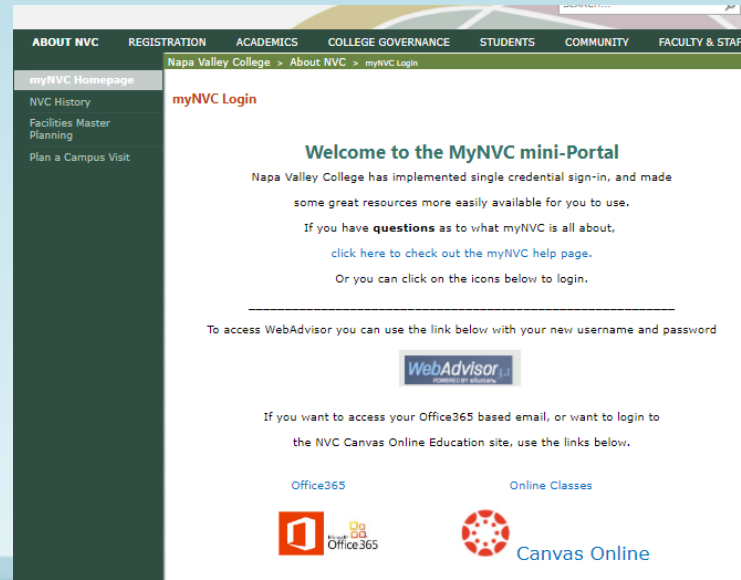
Where and How- To Login to Starfish Single Sign On > NVC Credentials



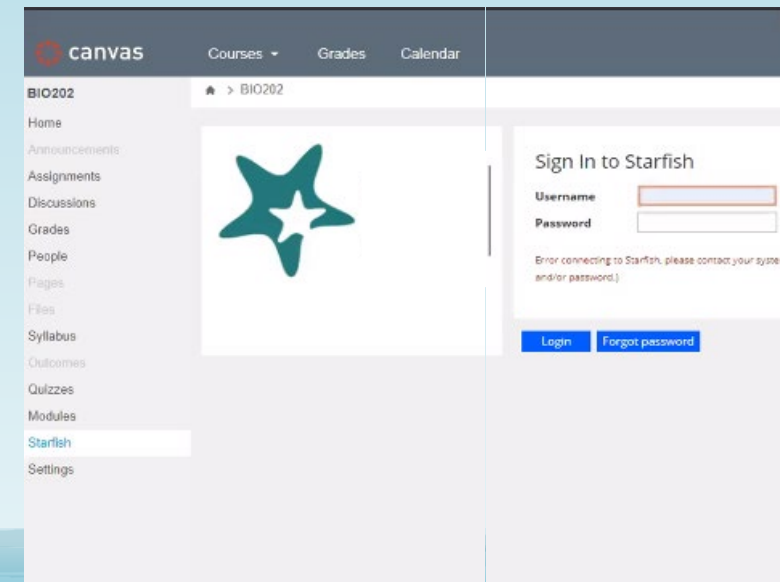
Starfish Webpage



myNVC Webpage



Canvas Integration (Instructional Faculty Only)

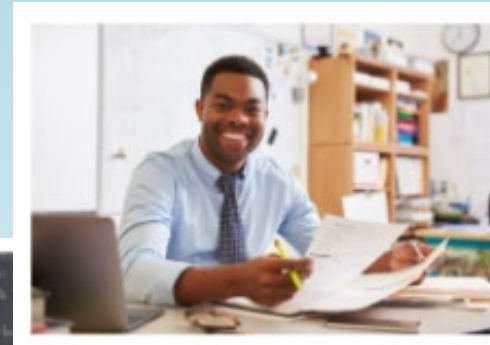


www.napavalley.edu/starfish www.napavalley.edu/myNVC



Let's Starfish!

Disclaimer: Student Information will be viewed during Training Session.



Starfish Early Alert Webpage

In-depth Look for Resources & Help

The screenshot shows the Starfish System Welcome Page. At the top, there is a navigation menu with links for ABOUT NVC, REGISTRATION, ACADEMICS, COLLEGE GOVERNANCE, STUDENTS, COMMUNITY, and FACULTY. Below this is a breadcrumb trail: Napa Valley College > Student Affairs > NVC Starfish System. The main content area is titled "Starfish System Welcome Page" and features a large orange banner that reads "Starfish Go Live: February 2, 2021!". Below the banner, there are four columns of information:

- What is Starfish?**: A section with a heading and a paragraph explaining that Starfish is an early alert retention tool on a mission to improve student success and retention. It connects faculty, students, advisors, and other student support staff through an online platform. An image of a starfish is shown next to the text.
- Log in to Starfish**: A button with the text "Log in to Starfish" and a "Click above to Log in!" instruction below it.
- Why it Works**: A section with a heading and a paragraph explaining that Starfish puts students at the center of a connected ecosystem where advisors, faculty, and staff can work together to empower students to achieve their academic, career, and life goals. An image of graduates is shown next to the text.
- Current Phase: Phase 1**: A section with a heading and a paragraph listing current tools: Tracking Items (Flags, Kudos, Referrals, To-Do's), Progress Surveys, Service Catalog, Email Communication, Raise your Hand, system announcements for staff and students. Starfish is also integrated with Canvas. The Canvas logo is shown below the text.

At the bottom of the page, there are two buttons: "Welcome to Hobson's Starfish" and "Learn More about Starfish".

www.napavalley.edu/starfish

Upcoming Training Sessions



Starfish 'Training Session Calendar Tab'
on Webpage:

www.napavalley.edu/starfish

*Welcome to attend other Training Sessions to get a different perspective, including the Student Trainings.

NAPA VALLEY COLLEGE

Starfish Early Alert

Training session: by Starfish Role
Attend a training session that is convenient for you

INSTRUCTIONAL FACULTY	COUNSELORS & SUPPORT PROGRAM COUNSELORS
Wednesday Feb. 3rd 12:30pm - 1:30pm	Thursday Feb. 4th 12:30pm - 1:30pm
Friday Feb. 5th 1:00pm - 2:30pm	Thursday Feb. 11th 12:30pm - 1:30pm
Monday Feb. 8th 12:30pm - 1:30pm	Thursday Feb. 4th 12:30pm - 1:30pm
Wednesday Feb. 10th 12:30pm - 1:30pm	
Friday Feb. 12th 12:30pm - 1:30pm	

SUPPORT PROGRAM ADMIN ASSISTANTS	HOW TO COMPLETE PROGRESS SURVEYS
Friday Feb. 5th 10:00am - 11:00am	Friday Feb. 5th 1:00pm - 2:30pm
	Monday Feb. 22nd 12:30pm - 1:30pm
	Tuesday Feb. 23rd 12:30pm - 1:30pm
	Wednesday Feb. 24th 12:30pm - 1:30pm
	Thursday Feb. 25th 12:30pm - 1:30pm

GENERAL COUNSELING SUPPORT STAFF	OPEN LABS	
Monday Feb. 8th 10:00am - 11:00am	Open for all Phase One Starfish Features Includes: Raising Kudos, To-Do's, & Flags, Closing the Loop, Progress Surveys, etc	
	Friday Feb 12th 10:00am - 11:30am	
	Friday Feb. 19th 1:00pm - 2:30pm	
	Monday Feb 15th 12:30pm - 2:00pm	Tuesday Feb. 23rd 3:00pm - 4:00pm
	Thursday Feb 18th 12:30pm - 2:00pm	Wednesday Feb. 24th 3:00pm - 4:00pm
	Friday Feb. 19th 10:00am - 12:00pm	Friday Feb. 26th 10:00am - 12:00pm

To register click here or visit the Starfish webpage: <https://www.napavalley.edu/starfish>

Questions ? Email us: Starfish@napavalley.edu



Questions, Inquiries &
Answers

Email: Starfish@napavalley.edu



Keep in mind Starfish is new to Napa Valley College and we will be learning to “Starfish” together.