



Achieving the Promise Academy Starfish Information Session

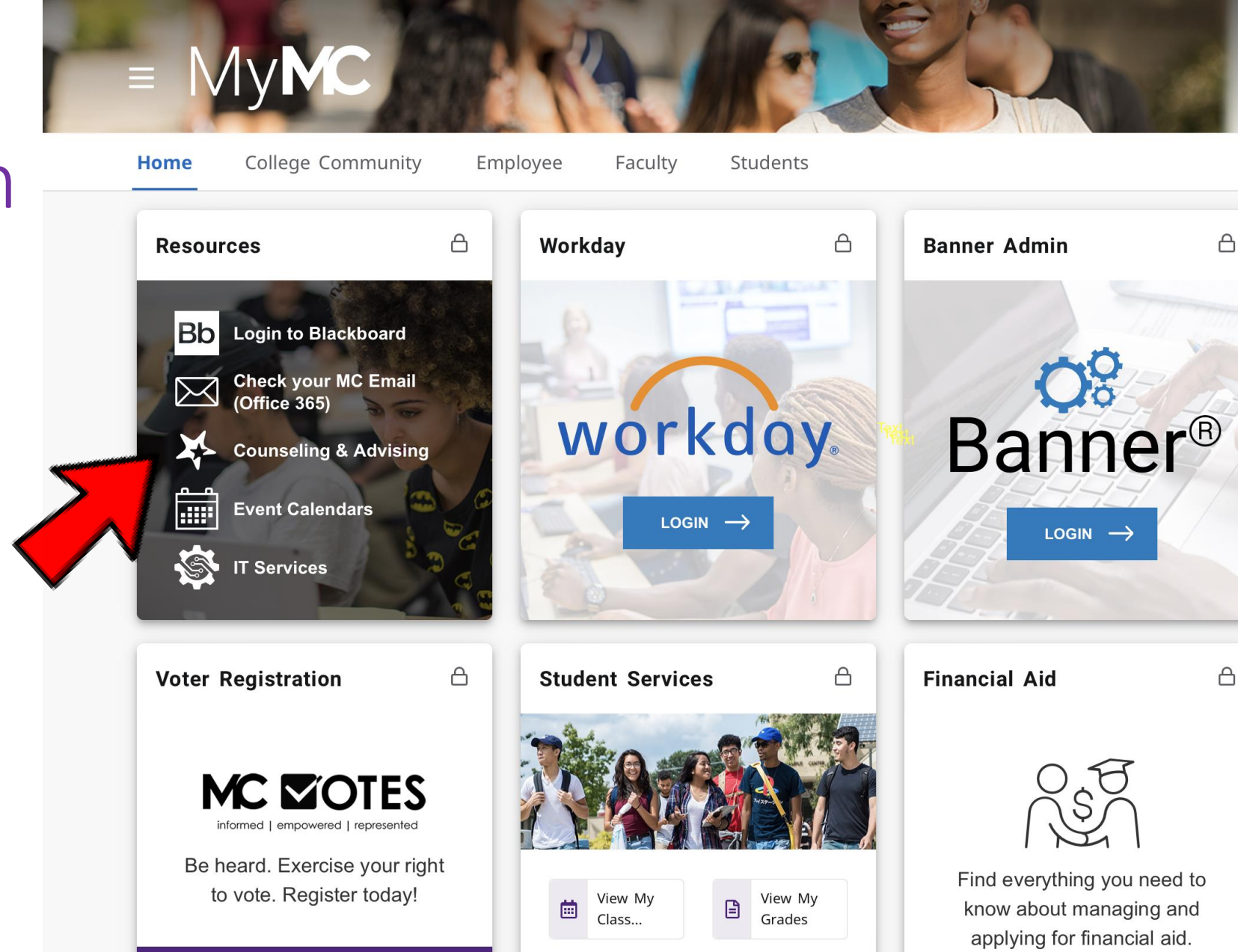
Step-by-Step Instructions for Using Starfish

Today's Session Agenda

- How to log into Starfish
- Alternative way to log into Starfish
- Locating ATPA in Starfish
- Personalizing Profile
- Adding Zoom Information
- Step-by-Step Instructions for Scheduling the Appointment
- Documenting Sessions, Missed Sessions, and Kudos!

Steps to logging In

- Log into MyMC
- Click on the **Star** next to Counseling & Advising



Steps to Logging In

Click on the
**Counseling and
Advising Home**

Or click on **Log in to
Starfish**

The screenshot shows the 'Counseling and Advising' section of a website. At the top is a purple navigation bar with a 'Home' link, a calendar icon, a bell icon, and a user profile icon labeled 'M'. Below the navigation bar is a header for 'Counseling and Advising'. The main content area is divided into two columns. The left column contains a 'Counseling and Advising Tools' section with a list of links: 'Counseling and Advising Home', 'Student Advisory Report', 'Student Academic Plan for Completion (SAP-C)', 'How to Complete Your SAP-C', 'Degree Evaluation', 'Academic Program Advising by Major', 'Meet with a Counselor/Advisor', 'MC Catalog', 'Degree Planning Forms (Advising Worksheets)', 'Academic Calendar', 'College Directory', 'Registration Tools', 'Program Advising Guides', and 'Log in to Starfish'. A large red arrow points from the 'Meet with a Counselor/Advisor' link to the 'Log in to Starfish' link. The right column contains a large banner image with three icons: 'Meet with a Counselor/Advisor', 'Student Career and Employment Services', and 'First Year Experience'. A large red arrow points from the 'Meet with a Counselor/Advisor' icon to a purple button labeled 'COUNSELING AND ADVISING HOME' with a right arrow. Below the banner is a 'Contact Information' section with a blue button labeled 'COUNSELING AND ADVISING LOCATIONS, FACULTY AND STAFF'. At the bottom, there is a 'Raptor Central' section with contact information and a blue button labeled 'RAPTOR CENTRAL HOURS AND LOCATIONS'.

Home

Counseling and Advising

Counseling and Advising Tools

- Counseling and Advising Home
- Student Advisory Report
- Student Academic Plan for Completion (SAP-C)
- How to Complete Your SAP-C
- Degree Evaluation
- Academic Program Advising by Major
- Meet with a Counselor/Advisor
- MC Catalog
- Degree Planning Forms (Advising Worksheets)
- Academic Calendar
- College Directory
- Registration Tools
- Program Advising Guides
- Log in to Starfish

Counseling and Advising Resources

Montgomery College provides a wide range of specialized Counseling Resources:

- Disability Support Services
- F-1 / International Students
- The Center for International and Multicultural Students
- Honors Programs
- Veterans and Active/Reserve Service Members
- Personal Counseling

Have you been referred to a Counselor or Advisor? Find more **Counselor or Advising information**.

Contact Information

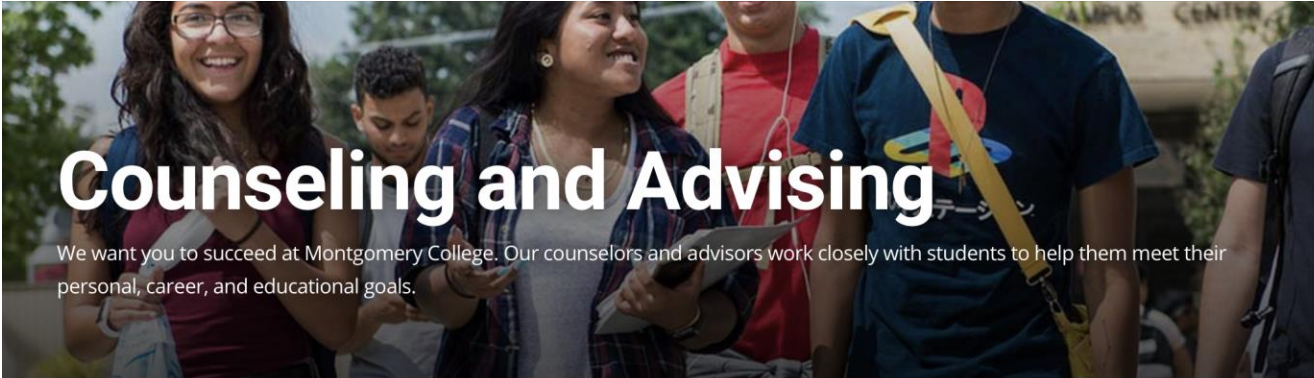
COUNSELING AND ADVISING LOCATIONS, FACULTY AND STAFF

Raptor Central
240-567-5000 (press 2, then 5)
Online Request Form

RAPTOR CENTRAL HOURS AND LOCATIONS

Steps to Logging In

Scroll down and
click **Log in**
to Starfish



Counseling faculty help students with their personal, career, and educational goals and assist students with selecting the courses that are right for them. Counselors also teach student success courses, such as First Year Seminar, and provide interventions and support when students need help.



First Year Experience

Orientations, seminars, events, and more to help new students get started at MC.

[Learn more about your FYE.](#)



Academic Advising and Planning

Our advisors help you plan and map out a successful college experience.

[Learn More About Advising.](#)



Transfer opportunities

Planning is key to a successful transfer.

[Learn More About Transferring.](#)



- [First Year Experience](#)
- [Disability Support Services](#)
- [Student Success Courses](#)
- [Transfer Advising/Opportunities](#)
- [Personal Counseling](#)
- [Career Services](#)
- [International & Multicultural Student Services](#)
- [Locations, Faculty and Staff](#)

More Information

[Academic Learning Centers](#)

[Log in to Starfish](#)

[Student Code of Conduct](#)

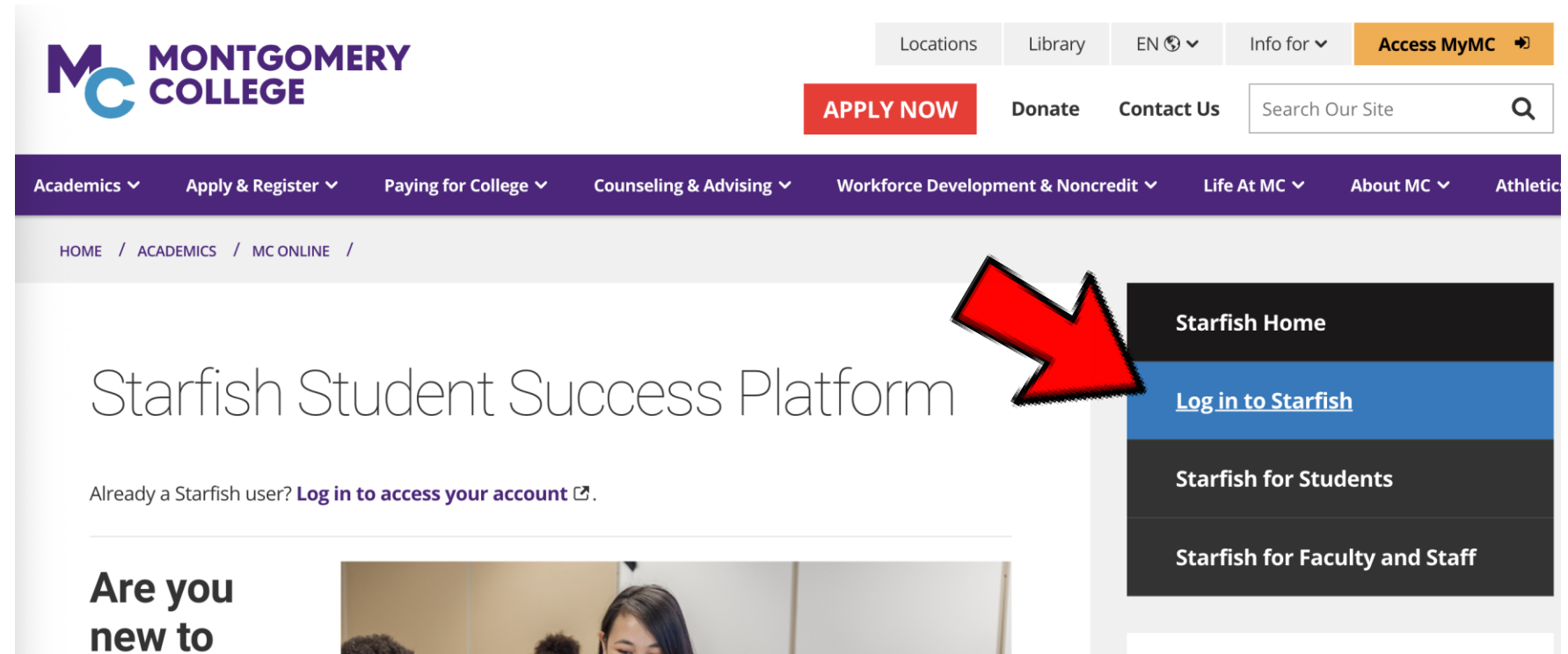


An alternative way to Log In

Visit:
montgomerycollege.edu/starfish

Locate the and
click **Log in to Starfish**
on the right

You will use your
MyMC credentials



Steps to logging In

Click on
Menu Bar
(the three lines)



Starfish

Search for Students

Dashboard

Office Hours

Appointment

Group Session

Event

Scheduling Wizard

Reserve Time

System Announcement: Quick Links for Program Advisors

[Program Advising Resources](#)

[Transfer Resources](#)

[Banner](#)

[Degree Works](#)

[Course Placement Guides](#)

[Placement Handouts](#)

For same-day, drop-in meetings with Counseling & Advising during the peak advising period in fall (7/28-9/5), please direct students to [montgomerycollege.edu/can](#).

Flags I'm Managing

Show All

Name	Flag Name
Adjanor Adanlete, Kanyi	I'd like to be connected with a success co...
Anwar, Hammad	I'd like to be connected with a success co...
Blackwell, Mya	I'd like to be connected with a success co...
Clesner Parker	Concern: Needs Support / Connection

Appointments

Show Next 7 days

No appointments scheduled

View Calendar

My Services

Recent Changes

Show All Activity

Changed in Past 30 days

☒

New To-Do: [Maggett-Verrett, Pearl](#): PLANNING_Academic Planning Tools: Today

☒

New To-Do: [Maggett-Verrett, Pearl](#): PROCESS_Registration: Today

☒

New To-Do: [Maggett-Verrett, Pearl](#): MC: Key Contacts: Today

☒

New To-Do: [Maggett-Verrett, Pearl](#): Health Sciences Admission: Today

New Referral: [Gunes, Defne](#): PLACEMENT_Math Placement & ALEKS_Student Use: Today

New Referral: [McMurry, Aiya](#): SA1_ORR-TRANSCRIPTIVAL__Student Use: Today

New Referral: [Owusu, Melissa](#): SA1_ORR-TRANSCRIPTIVAL__Student Use: Today

☒

New To-Do: [Shafiq, Haris](#): PROCESS_Registration: Today

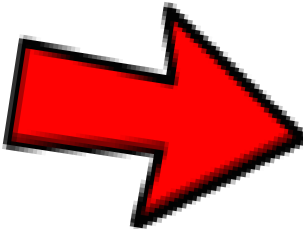
Resolved Flag: [Escobar, Jannie](#): ACES - Removed ACES Hold: Today


Batch Sent Items

No items to display

Copyright © 2008-2025, Starfish Retention Solutions, Inc. U.S. Patent No. 8,472,862. Additional Patents Pending.

Find Achieving the Promise Academy: Click on **Services**





Marie Arthus

✕

▼

Home

Appointments ▼

Students ▼

Services

Help

Privacy Policy

Terms of Use

Site Map

Search for

Session Event Scheduling Wizard Reserve Time

Advisors Program Advising Resources Transfer Resources Banner Degree Works Course Placement Guides Placement Handouts

Advising during the peak advising period in fall (7/28-9/5), please direct students to montgomerycollege.edu/can.

Flag Name

I'd like to be connected with a success co...

I'd like to be connected with a success co...

I'd like to be connected with a success co...

Concern: Needs Support / Connection

Show All

Recent Changes

Show All Activity

☒ New To-Do: Maggett-Verrett, Pearl: PLANNING_Academic Planning Tools: Today

☒ New To-Do: Maggett-Verrett, Pearl: PROCESS_Registration: Today

☒ New To-Do: Maggett-Verrett, Pearl: MC: Key Contacts: Today

☒ New To-Do: Maggett-Verrett, Pearl: Health Sciences Admission: Today

☒ New Referral: Gunes, Defne: PLACEMENT_Math Placement & ALEKS_Student Use: Today

☒ New Referral: McMurry, Aiya: SA1_ORR-TRANSCRIPTIVAL_Student Use: Today

☒ New Referral: Owusu, Melissa: SA1_ORR-TRANSCRIPTIVAL_Student Use: Today

☒ New To-Do: Shafiq, Haris: PROCESS_Registration: Today

☒ Resolved Flag: Escobar, Jannie: ACES - Removed ACES Hold: Today

Batch Sent Items

No items to display

View Calendar

Select the Achieving the promise Academy

Services Search for Students

3. Program Advising (all majors)

Academic program advising is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between an advisor and the student. Ultimately, it is the responsibility...

...

4. Student Wellness Center

The Student Wellness Center aims to provide holistic, person-centered services to promote students' health and wellness by providing information and programming that addresses basic needs, and emotional, physical, spiritual, and...

...

5A. ATPA - Drop-In Academic Coaching

In these one-time virtual coaching sessions, an Academic Coach can help you think about changes you want to make and explore specific academic success strategies, like time management, goal setting, study skills, and more. Summer...

[CALL](#) ...

5. ATPA - Achieving the Promise Academy

The Achieving the Promise Academy is MC's academic coaching program, created to ensure every student has the assistance, opportunities, and tools needed to succeed in college. No matter where you are on your

5B. ACES (Achieving Collegiate Excellence and Success) Program (ACES Program)

The Achieving Collegiate Excellence and Success (ACES) program builds equitable opportunities for Montgomery County, MD students to thrive in college

6B. Academic Success Center - Takoma Park/Silver Spring Campus

The Academic Success Center (ASC) is a resource center for students taking courses in humanities, social sciences, and world languages. The Center also

Please note:

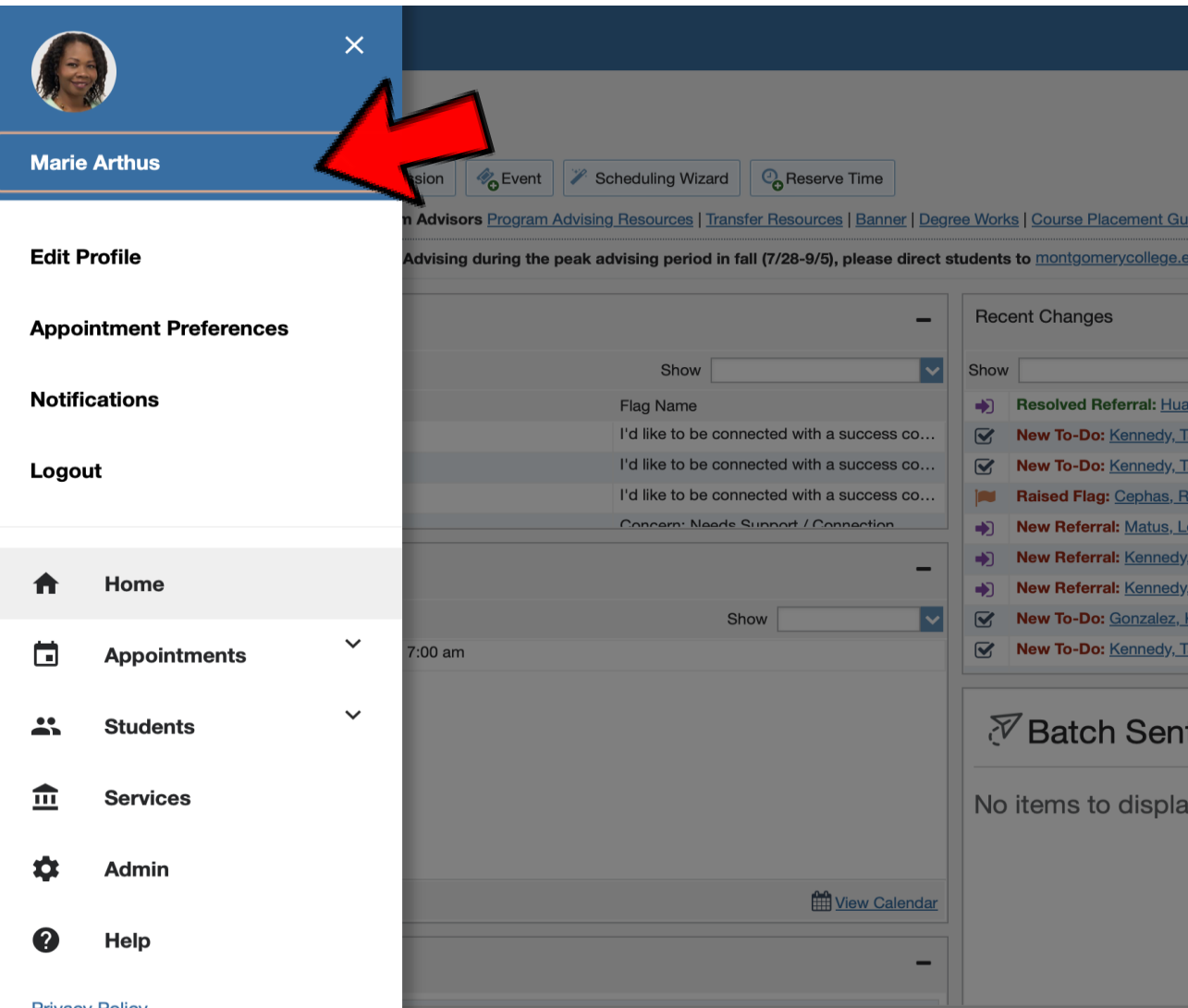
****Students do not see the full Starfish Services catalogue (student view is limited to their immediate courses/contacts)**

****Links to all service pages are shareable using the three dots**

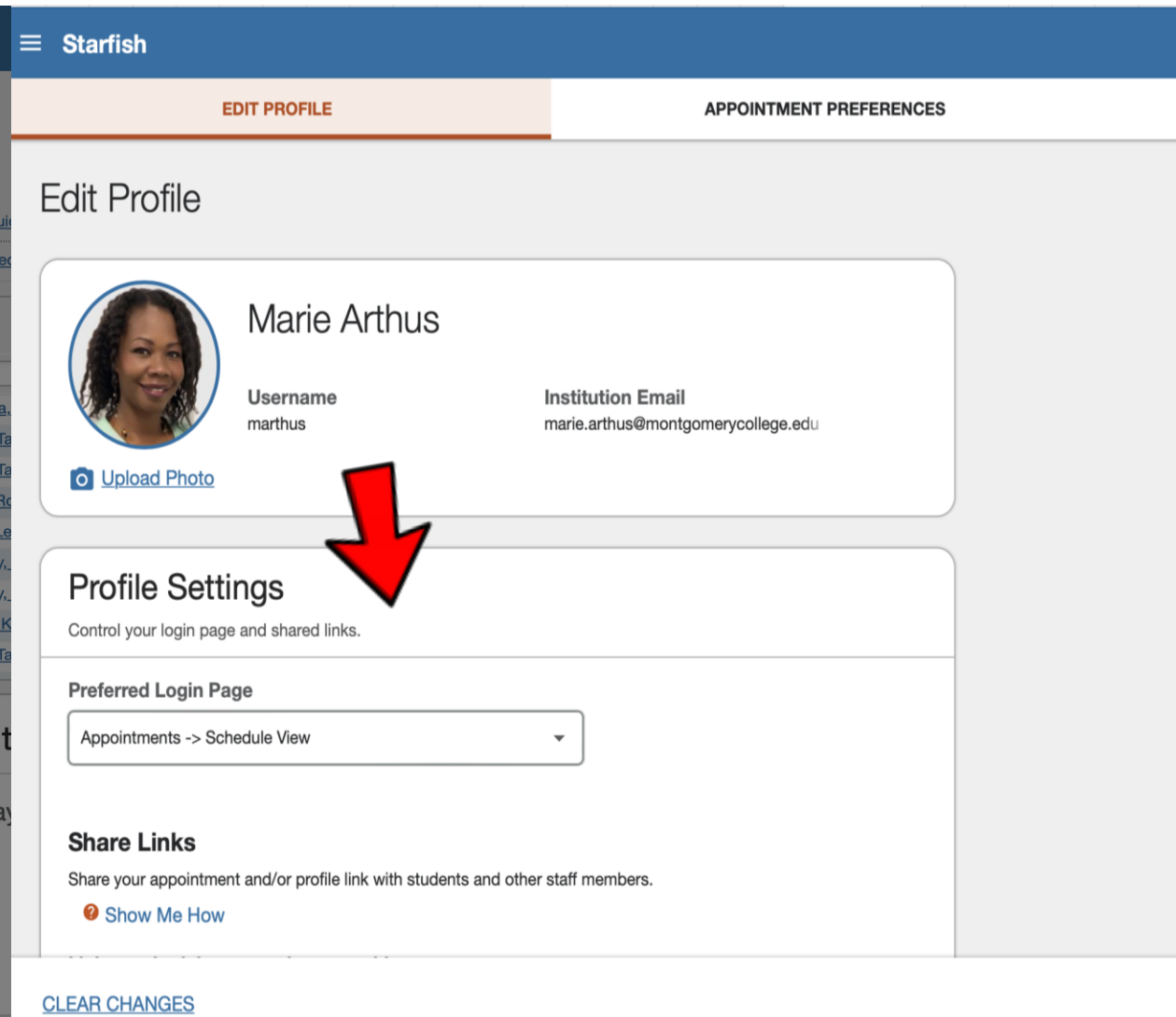
Personalizing Profile

Click on your name

Edit Profile



This screenshot shows the Starfish user interface. At the top left, a user profile card for Marie Arthus is visible, featuring a circular profile picture and a close button (X). Below the name, there are links for 'Edit Profile', 'Appointment Preferences', 'Notifications', and 'Logout'. A large red arrow points from the 'Edit Profile' link to the main content area. The main content area displays a list of recent changes, including 'Resolved Referral', 'New To-Do', and 'Raised Flag', each with a checkbox and a link to the related item. At the bottom, there is a 'Batch Send' button and a 'View Calendar' link.



This screenshot shows the 'Edit Profile' page in the Starfish system. The page has a blue header with the 'Starfish' logo. Below the header, there are two tabs: 'EDIT PROFILE' (active) and 'APPOINTMENT PREFERENCES'. The 'Edit Profile' section contains a profile card for Marie Arthus, showing her profile picture, name, username (marthus), and institution email (marie.arthus@montgomerycollege.edu). Below the profile card is an 'Upload Photo' button. A large red arrow points from the 'Upload Photo' button to the 'Profile Settings' section. The 'Profile Settings' section includes a 'Preferred Login Page' dropdown menu set to 'Appointments -> Schedule View' and a 'Share Links' section with a 'Show Me How' link. At the bottom of the page, there is a 'CLEAR CHANGES' link.

Adding Zoom Information

Click on your **Appointment Preferences**

Scroll down to **My Location**

Edit your availability in **My Locations**

≡ Starfish


Search for Students

EDIT PROFILE

APPOINTMENT PREFERENCES

NOTIFICATIONS

Edit Profile




Marie Arthus

Username

marthus

Institution Email

marie.arthus@montgomerycollege.edu

 [Upload Photo](#)

Profile Settings


Control your login page and shared links.

Preferred Login Page

Appointments -> Schedule View

Share Links

Share your appointment and/or profile link with students and other staff members.

 [Show Me How](#)

← → ↺ ⌂ montgomerycollege.starfishsolutions.com/starfish-ops/instructor/instructorProfile.html?


≡ Starfish

EDIT PROFILE

APPOINTMENT PREFERENCES

My Locations

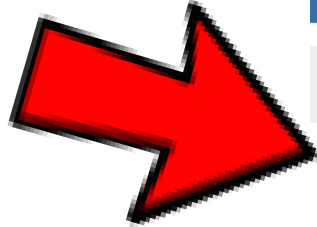
Customize your appointment locations.


 Add Location

Name	Type
ATPA Drop-In Coaching Zoom Room	Online
<div>Instructions</div> <div>https://montgomerycollege.zoom.us/j/93634525754 (zoom)</div>	
ATPA_Takoma Park/Silver Spring Campus - P4 110	Office
ATPA_Germantown Campus- BE 115	Office
ATPA_Rockville Campus -SC Bldg 217	Office
ATPA_CT Building - 4th Floor	Office

Schedule Appointment:

Select **Appointment**





Marie Arthus

✕

▼

Home

Appointments ▼

Students ▼

Services

Help

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[Terms of Use](#)

[Site Map](#)

Session

Event

Scheduling Wizard

Reserve Time

[Advisors](#) [Program Advising Resources](#) [Transfer Resources](#) [Banner](#) [Degree Works](#) [Course Placement Guides](#) [Placement Handouts](#)

Advising during the peak advising period in fall (7/28-9/5), please direct students to montgomerycollege.edu/can.

Flag Name

I'd like to be connected with a success co...

I'd like to be connected with a success co...

I'd like to be connected with a success co...

Concern: Needs Support / Connection

Show

All

Recent Changes

Show

All Activity

Changed in

Past 30 days

☒ New To-Do: [Maggett-Verrett, Pearl](#): PLANNING_Academic Planning Tools: Today

☒ New To-Do: [Maggett-Verrett, Pearl](#): PROCESS_Registration: Today

☒ New To-Do: [Maggett-Verrett, Pearl](#): MC: Key Contacts: Today

☒ New To-Do: [Maggett-Verrett, Pearl](#): Health Sciences Admission: Today

☒ New Referral: [Gunes, Defne](#): PLACEMENT_Math Placement & ALEKS_Student Use: Today

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☒ New To-Do: [Shafiq, Haris](#): PROCESS_Registration: Today

☒ Resolved Flag: [Escobar, Jannie](#): ACES - Removed ACES Hold: Today

Batch Sent Items

No items to display

View Calendar

ns, Inc. U.S. Patent No. 8,472,862. Additional Patents Pending.

Schedule Appointment:

Select **Appointment**

(This will open a new window for the appointment)

☰ Starfish

◀ August 2025 ▶

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Appointments

Office Hours

Appointment

Group Session

Event

Reserve Time

Scheduling Wizard

Day

Week

Schedule

Appointment Types

All Appointments ▼

☐ Available Only


☒ My Calendar

Calendars I Manage

[Deselect All](#)
[Select All](#)

- ☐ Adamson, Lakeisha
- ☐ Burris, Silas
- ☐ Diene, Khady
- ☐ Garcia, Rosa
- ☐ Herman, Andrea
- ☐ Hillman, Damon
- ☐ Holt, Theo
- ☐ Kushner, Susan
- ☐ Menzies, Sandra
- ☐ Nyasuma, Afrika
- ☐ Sherani, Mariam
- ☐ Tedla, Leah

Time	Day	Week	Schedule
8:30			
9:00 am			
9:15			
9:30			
9:45			
10:00 am			
10:15			
10:30			
10:45			
11:00 am			
11:15			
11:30			
11:45			
12:00 pm			
12:15			
12:30			
12:45			
1:00 pm			
1:15			
1:30			
1:45			



-Beginning with Student Name, include all required details (red asterisk *)

Add Appointment

Never MindSubmit

SchedulingOutcomesSpeedNotes

CalendarMy Calendar

With

* People inActive termsAll terms

* StudentStart typing to search...Prospective Student

* When08-11-2025Start TimetoEnd Time

* WhereSelect a location...

* ReasonSelect a reason...

CourseSelect course...

* SharingSharedPrivate

Detailed DescriptionEnter a detailed description about the appointment. This is viewable by you and the student with whom the appointment is made.

Permissions: Please select a reason to see who else can view this shared appointment.

* Required fields

Never MindSubmit

Document Appointment Session on Starfish:

-Find the appointment on the schedule view.

-Click on the small Calendar icon next to student's name.

-Click Outcomes

The screenshot shows the Starfish Appointments interface. On the left is a calendar for September 2025, with the 2nd highlighted. The main area is titled 'Appointments' and has tabs for 'Office Hours', 'Appointment', 'Group Session', 'Event', 'Reserve Time', and 'Scheduling Wizard'. Below these are tabs for 'Agenda', 'Day', and 'Week'. The 'Day' view shows a timeline from 2:00 am to 7:00 am. A red arrow points to a small calendar icon next to the appointment 'Williams, Laurie (4:00 am)'. Another red arrow points to the 'Outcomes' button in the pop-up window.

Starfish

September 2025

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today

Appointments

Office Hours Appointment Group Session Event Reserve Time Scheduling Wizard

Agenda Day Week

2:00 am
:15
:30
:45
3:00 am
:30
:45
4:00 am
:15
:30
:45
5:00 am
:15
:30
:45
6:00
:15
:30
:45
7:00 am
:15
:30
:45

Williams, Laurie (4:00 am)

Laurie Williams
M20309175

DETAILS PERSON INFO

Today at 4:00 am
Scheduled: Today at 10:41 am
ATPA Drop-In Coaching Zoom Room
01. ATPA Academic Coach for College Success

MC

Outcomes Edit Cancel View

Document Appointment Session on Starfish:

Your documentation is in two parts:

- 1. Outcomes
- 2. SpeedNotes.

★

Add Appointment

Never Mind

Submit

Scheduling

Outcomes

SpeedNotes

Calendar

My Calendar

With

★ People in

★ Student

Active terms

All terms

Williams, Laurie

▼

Prospective Student

★ When

08-11-2025

Start Time

to

End Time

★ Where

ATPA Drop-In Coaching Zoom Room

▼

★ Reason

01. ATPA Academic Coach for College Success

▼

Note: Updating the Reason will reset all SpeedNotes.

Course

No Course

▼

★ Sharing

Shared

Private

Permissions: People with the following roles may be able to see this appointment if they have a relationship with the student(s):

(L2) TRIO Staff

★ Required fields

Never Mind

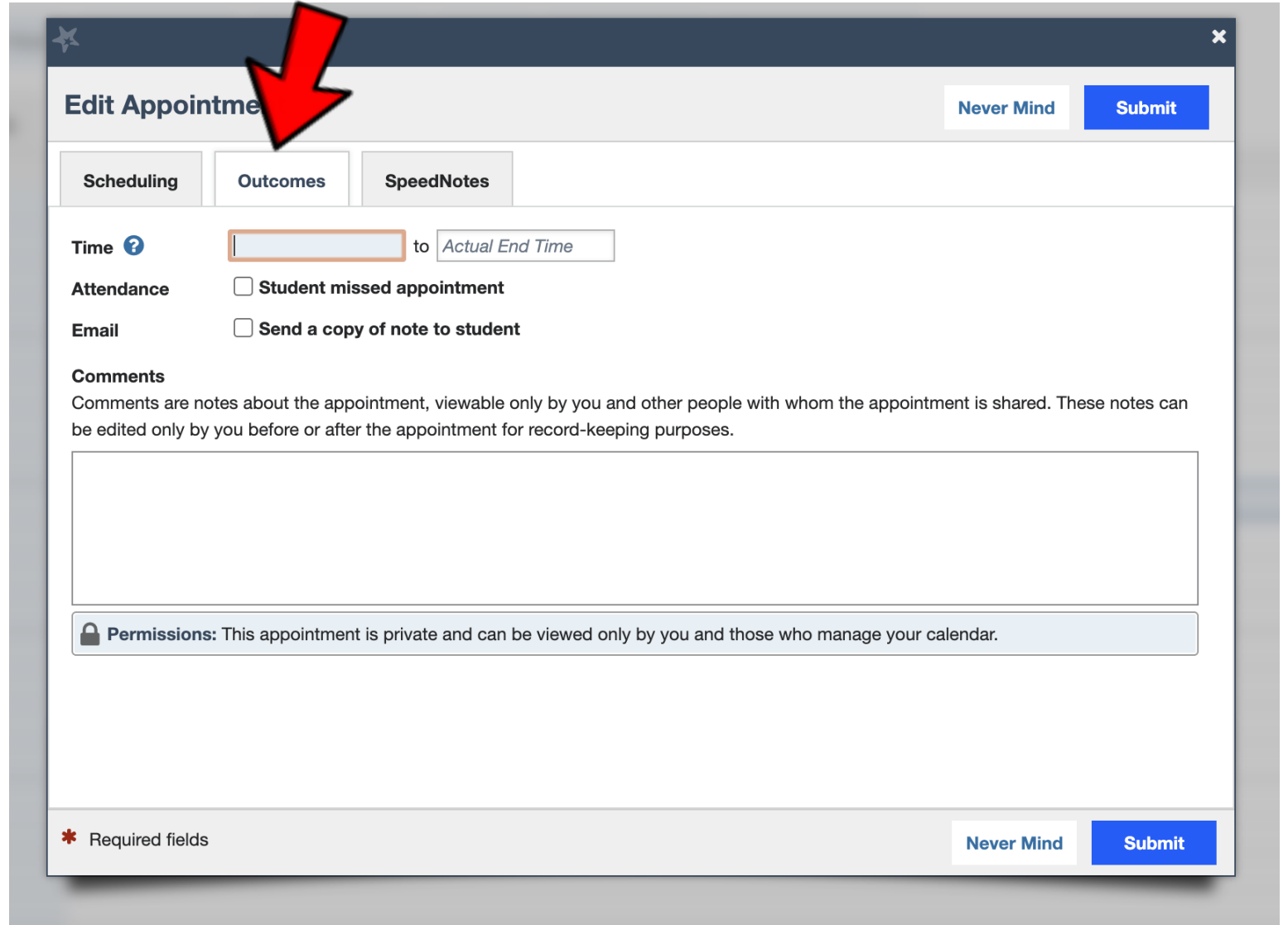
Submit

Document Outcomes on Starfish:

1. After selecting **Outcomes** indicate actual time

2. Choose if you want your notes shared with the student

3. Include session details/comments and consider FERPA (*these are public to anyone in Starfish*)



The screenshot shows the 'Edit Appointment' form in the Starfish system. A red arrow points to the 'Outcomes' tab, which is selected. The form includes fields for 'Time' (with a red border around the input box), 'Attendance' (with checkboxes for 'Student missed appointment' and 'Send a copy of note to student'), and 'Comments' (a large text area). The 'Permissions' section indicates the appointment is private. The form has 'Never Mind' and 'Submit' buttons at the top and bottom right. A legend at the bottom left indicates that an asterisk (*) denotes required fields.

Edit Appointment Never Mind Submit

Scheduling **Outcomes** **SpeedNotes**

Time to

Attendance ☐ Student missed appointment

Email ☐ Send a copy of note to student

Comments
Comments are notes about the appointment, viewable only by you and other people with whom the appointment is shared. These notes can be edited only by you before or after the appointment for record-keeping purposes.

Permissions: This appointment is private and can be viewed only by you and those who manage your calendar.

* Required fields Never Mind Submit

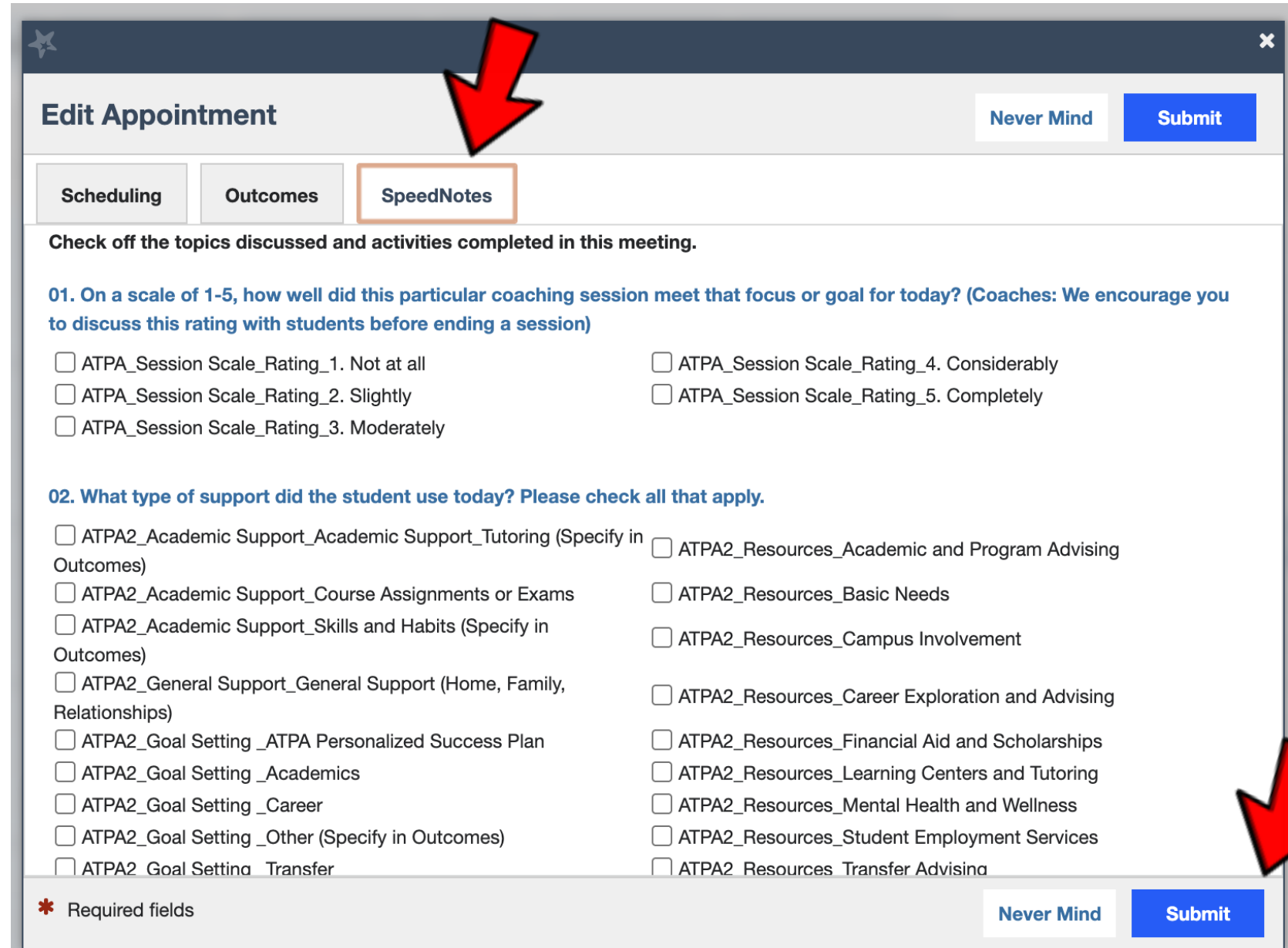
Document Speed Notes on Starfish:

1. After selecting **Speed Notes** provide session rating by student

2. Indicate all support offered during session using check boxes (*carried over from Accudemia*)

3. When finished click **Submit**

4. You are officially done!



The screenshot shows the 'Edit Appointment' form in the Starfish system. A red arrow points to the 'SpeedNotes' tab, which is highlighted with an orange border. Another red arrow points to the 'Submit' button at the bottom right. The form contains two sections of checkboxes for session evaluation and support documentation.

Edit Appointment [Never Mind] [Submit]

[Scheduling] [Outcomes] [SpeedNotes]

Check off the topics discussed and activities completed in this meeting.

01. On a scale of 1-5, how well did this particular coaching session meet that focus or goal for today? (Coaches: We encourage you to discuss this rating with students before ending a session)

<input type="checkbox"/> ATPA_Session Scale_Rating_1. Not at all	<input type="checkbox"/> ATPA_Session Scale_Rating_4. Considerably
<input type="checkbox"/> ATPA_Session Scale_Rating_2. Slightly	<input type="checkbox"/> ATPA_Session Scale_Rating_5. Completely
<input type="checkbox"/> ATPA_Session Scale_Rating_3. Moderately	

02. What type of support did the student use today? Please check all that apply.

<input type="checkbox"/> ATPA2_Academic Support_Academic Support_Tutoring (Specify in Outcomes)	<input type="checkbox"/> ATPA2_Resources_Academic and Program Advising
<input type="checkbox"/> ATPA2_Academic Support_Course Assignments or Exams	<input type="checkbox"/> ATPA2_Resources_Basic Needs
<input type="checkbox"/> ATPA2_Academic Support_Skills and Habits (Specify in Outcomes)	<input type="checkbox"/> ATPA2_Resources_Campus Involvement
<input type="checkbox"/> ATPA2_General Support_General Support (Home, Family, Relationships)	<input type="checkbox"/> ATPA2_Resources_Career Exploration and Advising
<input type="checkbox"/> ATPA2_Goal Setting _ATPA Personalized Success Plan	<input type="checkbox"/> ATPA2_Resources_Financial Aid and Scholarships
<input type="checkbox"/> ATPA2_Goal Setting _Academics	<input type="checkbox"/> ATPA2_Resources_Learning Centers and Tutoring
<input type="checkbox"/> ATPA2_Goal Setting _Career	<input type="checkbox"/> ATPA2_Resources_Mental Health and Wellness
<input type="checkbox"/> ATPA2_Goal Setting _Other (Specify in Outcomes)	<input type="checkbox"/> ATPA2_Resources_Student Employment Services
<input type="checkbox"/> ATPA2_Goal Setting _Transfer	<input type="checkbox"/> ATPA2_Resources_Transfer Advising

* Required fields [Never Mind] [Submit]

Document Missed Sessions through Speed Notes on Starfish:

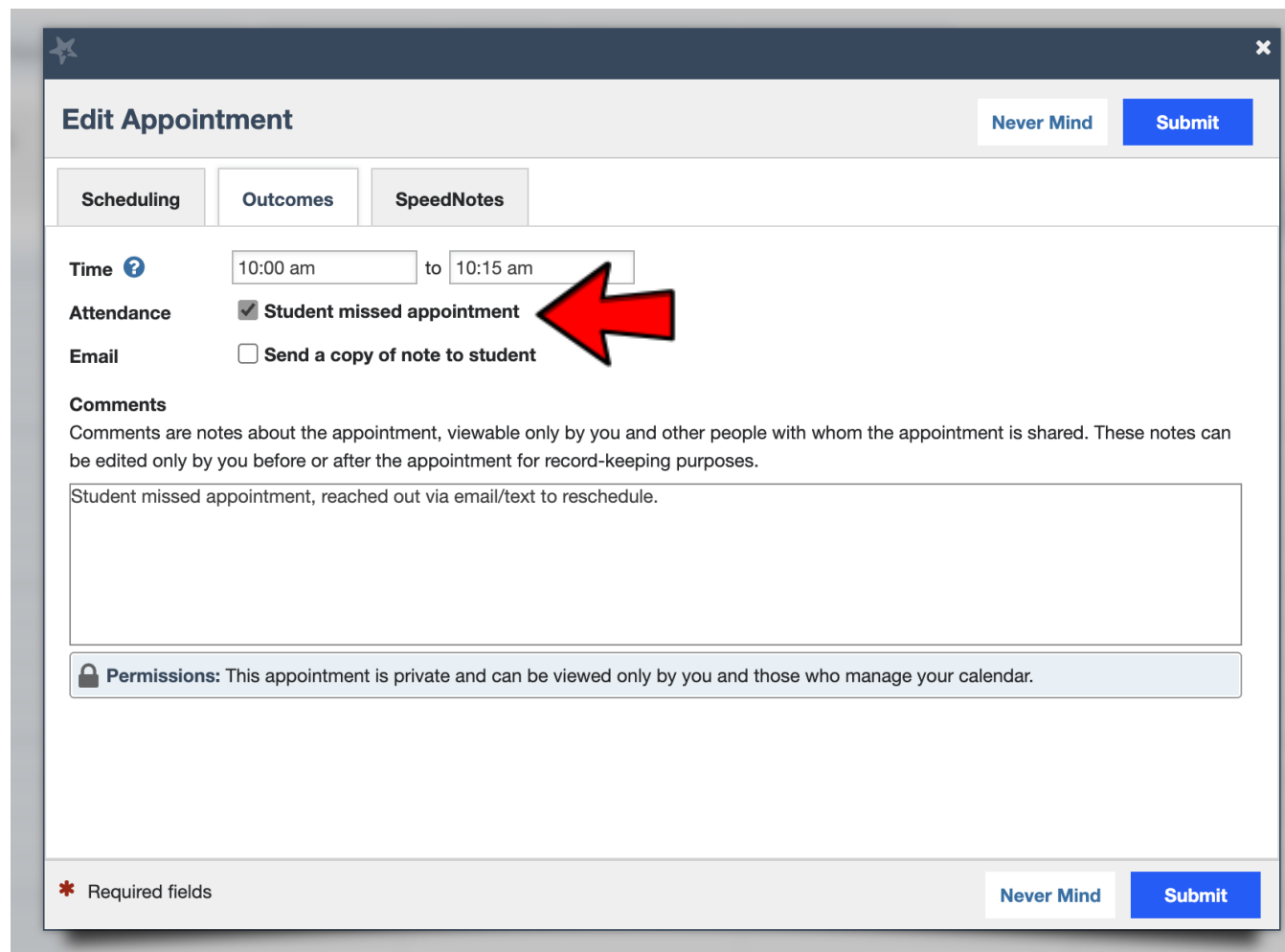
1. Your student misses an appointment :-)

2. Select **Outcomes** in **Speed Notes** and indicate scheduled time

3. Check box for **Attendance**

4. Provide a comment indicating outreach, history of missed appointments, warnings etc.

5. When finished click **Submit**



The screenshot shows the 'Edit Appointment' form in Starfish. The form has three tabs: 'Scheduling', 'Outcomes', and 'SpeedNotes'. The 'SpeedNotes' tab is selected. The form includes fields for 'Time' (10:00 am to 10:15 am), 'Attendance' (with a checked box for 'Student missed appointment' and an unchecked box for 'Send a copy of note to student'), and 'Comments'. A red arrow points to the 'Student missed appointment' checkbox. The 'Comments' section contains the text: 'Student missed appointment, reached out via email/text to reschedule.' The form also has a 'Permissions' section indicating the appointment is private. At the bottom, there is a 'Required fields' note and 'Never Mind' and 'Submit' buttons.

Edit Appointment Never Mind Submit

Scheduling **Outcomes** **SpeedNotes**

Time ? 10:00 am to 10:15 am

Attendance ☒ **Student missed appointment** ☐ **Send a copy of note to student**

Comments
Comments are notes about the appointment, viewable only by you and other people with whom the appointment is shared. These notes can be edited only by you before or after the appointment for record-keeping purposes.

Student missed appointment, reached out via email/text to reschedule.

Permissions: This appointment is private and can be viewed only by you and those who manage your calendar.

* Required fields Never Mind Submit

Off-Schedule Documentation on Starfish:

For any work done on behalf of students that are not a scheduled appointment (i.e, emails, progress reports, referrals, etc,

1. Select **Note** to document.
2. When finished click **Submit**,

The screenshot displays the Starfish user interface for Laurie Williams. At the top, a navigation bar includes buttons for Flag, Referral, To-Do, Kudos, Message, Note, Appointment, and File. A red arrow points to the 'Note' button. Below this is a 'Student Information' section with a tab for 'Overview' and a checkbox for 'High School: Paint Branch'. A 'Create Note' modal is open in the foreground, featuring a star icon and a close button. The modal contains the following fields and options:

- Note Type:** A dropdown menu.
- Date:** A date picker set to 09-04-2025.
- Subject:** A text input field.
- Note:** A large text area for the note content.
- Send copy of note to yourself:** ☐
- Send copy of note to student:** ☐
- Note Sharing:** Radio buttons for **Shared** (selected) and **Private**.
- Note Permissions:** A message box stating: "A note type must be selected to determine the sharing permissions for this note."
- Required fields:** A red asterisk icon.

At the bottom of the modal are two buttons: 'Never Mind' and 'Submit'.

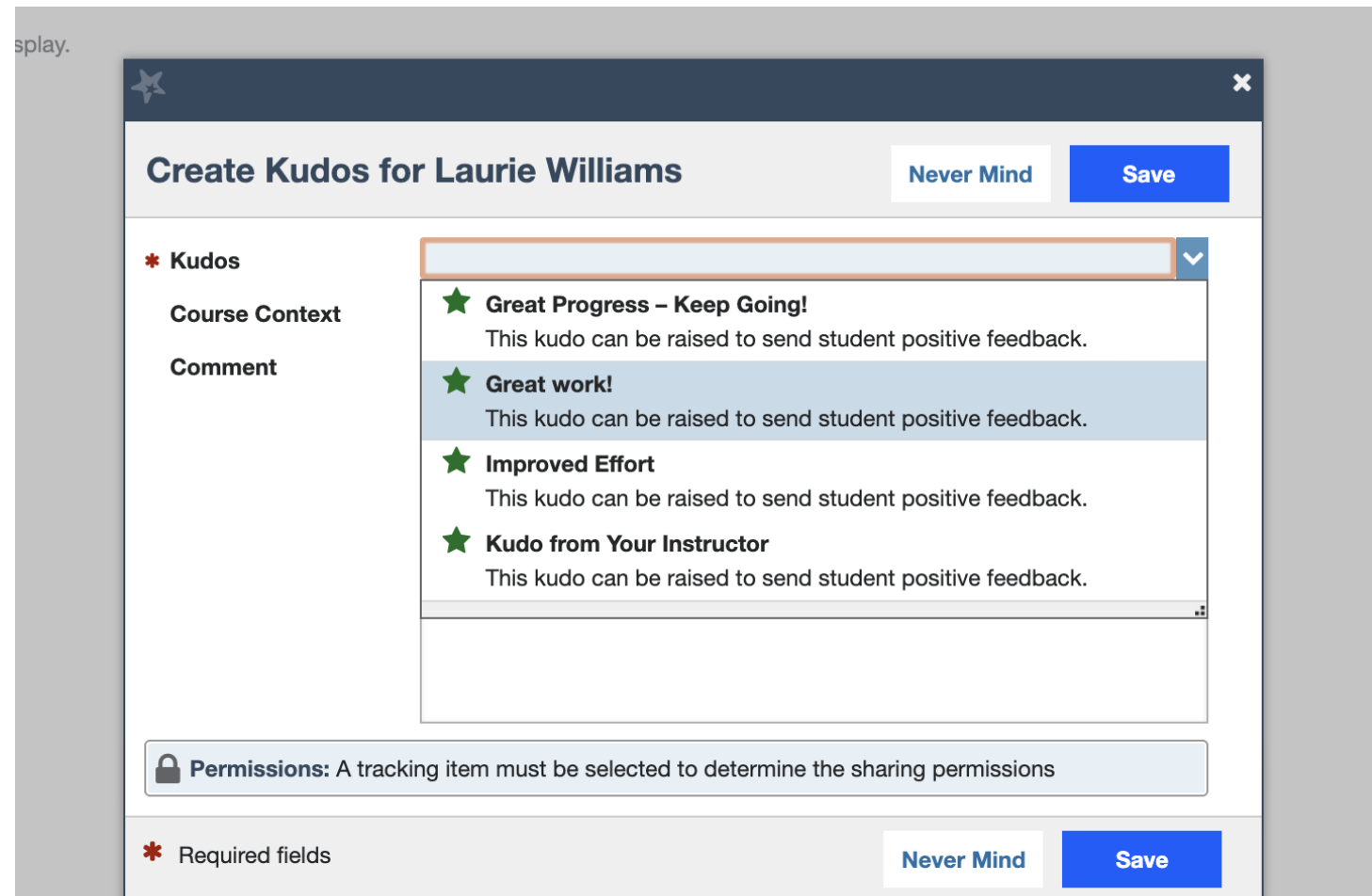
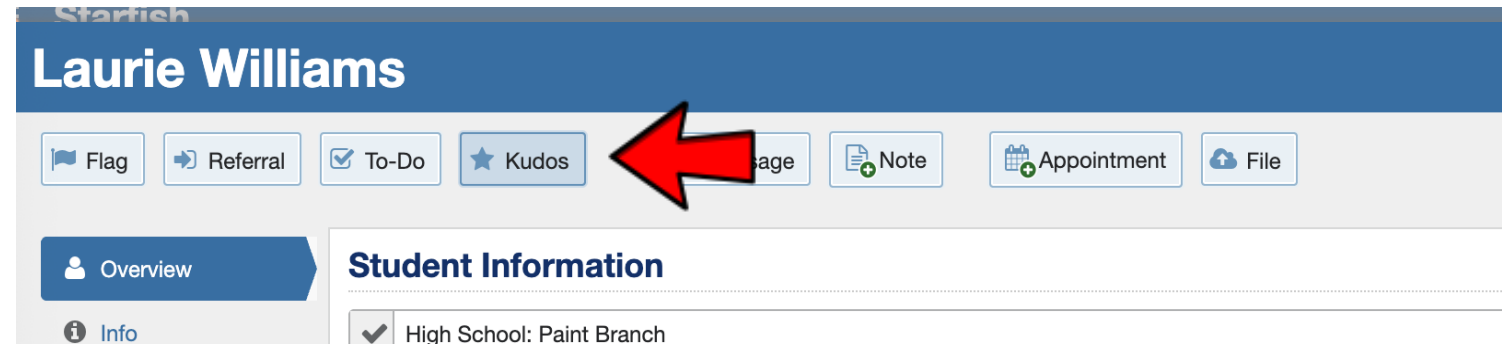
Document KUDOS on Starfish:

1. Your student is doing something great! Pull up their profile in **Starfish** and click **Kudos**

2. Select the specific **Kudos** you want the student to receive

3. In the Comments box, share your positive message for the student

4. When finished click **Save**



Final Notes!

1. All session notes should be uploaded into Starfish within 1 week of the session
2. Sessions can be retro-scheduled and documented if you are behind or miss a note
3. If your student schedules with you using another program (e.g., Bookings/Calendly) you will need to add that session scheduling to Starfish as well.
4. Please **Do Not** schedule open office hours in Starfish, instead focus on single-sessions or single-student scheduling (otherwise the full college can schedule with you).