

Starfish® at SUNY Cortland

Terminology Guide

Appointment Preferences – this is where you can set up basic information about timeframe of office hours (or advising appointment), identify a location and set up a calendar manager (such as a department secretary)

Calendar Manager – someone you designate who can add and edit your office hours and schedule and edit appointments in your calendar (such as a department secretary)

Clear a Flag Alert – removing a previously raised tracking item (flag or kudos)

Closing the Loop – message sent to the person who raised a tracking item by the person who “cleared” it

Connect - appointment scheduling tool

Early Alert - student success tool - coordinated communication, alerts students regarding their academic progress while linking all student service support networks

Email Notifications – this is where you can set up appointment notifications to send you reminders if you wish or identify items within the system you would like to be notified about

Flag Alert – tracking item in Starfish generated by faculty/staff that sends a notification to alert a student (or the student's success network) about an academic concern (ongoing)

Hobsons - Parent Company of Starfish

Institutional Profile - your profile will automatically populate with directory information from Banner. This is where you can add a picture, adjust your phone and email contact and provide additional information about yourself.

Kudos – a notification to a student (or the student's success network) acknowledging their good work

Progress Survey – feedback you will be asked to provide for all students in your courses during the third to fifth week of the semester. This survey replaces our Early Semester Feedback process.

Starfish - online communication tool that offers students early and ongoing feedback

Student Folder – online folder that includes relevant information on a student

Success Network - listing of a student's individual support system (academic advisor, instructors, etc.)

Tracking – students who have a flag or kudos that you are tracking