Starfish Newsletter

WELCOME

We hope you had a restful break. Below are key Starfish dates and reminders as we begin the spring semester.

START OF SEMESTER BASICS

This newsletter is intentionally brief and focused on key dates and reminders only. All how-to content is available in one place:

Starfish Faculty & Staff Guide

This guide includes instructions on raising flags and referrals, documenting student meetings, managing office hours, tracking attendance, and more. You can access the guide at any time

- From the Starfish homepage
- In the Starfish for Faculty/Staff D2L Shell

RESOURCE SPOTLIGHT

We've created a short Office Hours and Appointments video that walks through how to set up availability so students can schedule appointments with you in Starfish.

The video is about 4 minutes long and is a helpful refresher at the start of the semester. How to set up Office Hours

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In this newsletter you can expect:

Semester Basics

Resource Spotlight

Important Dates

Need Help

Contact Us

IMPORTANT DATES

Item	Launch	Close
Roster Verification - Full Term	Fri, Jan 23 at 6AM	Wed, Jan 28 at 11PM
Progress Surveys	Wed, Feb 11 at 6AM	Wed, Feb 18 at 11PM
Roster Verification - Late Start	Sat, Mar 21 at 6AM	Tues, Mar 24 at 11PM

HELP WHEN YOU NEED IT

Questions about Starfish or need a quick refresher?

- Support is available by request for faculty and staff.
- Email us at starfish@pennwest.edu, and we'll follow up to help with navigation, office hours, flags, or general questions.

CONTACT US

If something doesn't look right in Starfish, start by checking your filters, office hours, and student lists. Many issues are quick fixes.

Still need assistance? Email us at starfish@pennwest.edu