Getting Started Guide

Instructors & Advisors

Version 2.0

Welcome to S&Tconnect!

S&Tconnect gives you a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware. It also allows your students to easily book an appointment with you or someone else who can help.

Getting started is easy. Accessible through your LMS or your SIS System, S&Tconnect will automatically display all students that you have been assigned or are enrolled in your courses. From there, you can begin raising flags about students, review flags that have been raised about your students, and provide additional information

This guide highlights the steps for completing the following common tasks in S&Tconnect:

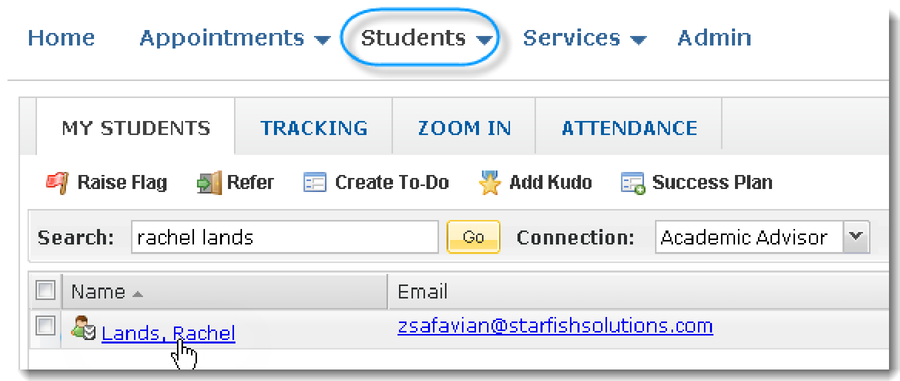
1. Raise a flag on one of your students
2. Respond to a Progress Survey for students in your courses
3. Set up office hours
4. Set up your profile to help students connect with you
5. Set up your email notifications
6. Share your Exchange calendar with S&Tconnect

That's it. Simple for you. Empowering for your students.

Raise a Flag on one of your students

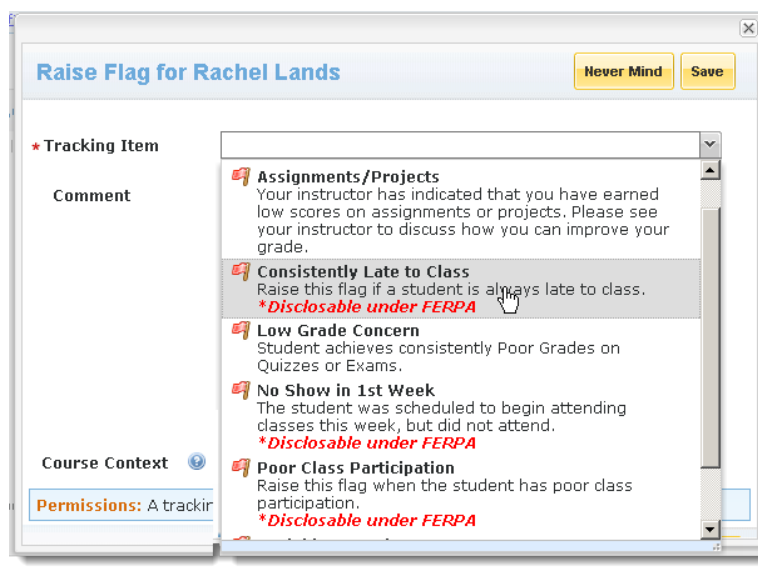
When you have a concern with a particular student, raise a flag to communicate your observations.

1. **Click on the Students navigation item** to see your list of students.
2. **Find the desired student** by searching for their name.
3. **Click on the student's name** to bring up the student's folder. Note: Anywhere you see a student's name as a link it will take you to his or her folder.



4. **Click on the Add: Flag** option. A list of flags that can be raised and viewed by you is displayed.

5. **Select the appropriate flag**, from the drop down list, enter comments in the **Comment** box, then click the **Save** button



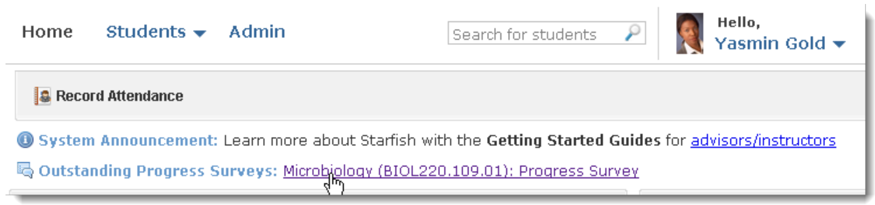
The appropriate individuals will be automatically notified.

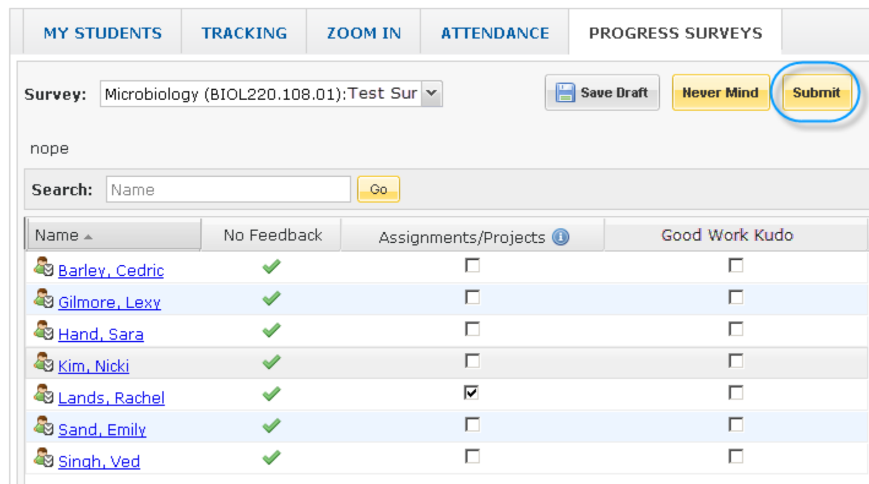
Respond to a Progress Survey for students in your courses

Flags can also be raised by submitting a progress survey. You will receive an email reminder when there is a new survey for you to complete. Each individual survey presents you the roster of students for one course.

1. **Select the link to a progress survey** from your S&Tconnect dashboard (or select **Students** from the top navigation, then click the **Progress Survey** tab).

   Your progress survey opens, listing your student roster for the course, and specific flags for you to consider.





2. **Check the boxes** to raise concerns about students in your course.

3. **Click the Submit button** when you are finished providing feedback. (Use Save Draft to save your work without submitting. **Note:** Once you have submitted the survey you will not have an opportunity to edit it.

S&Tconnect will raise the flags you selected.

Note: You may be asked to submit more than one course survey if more than one of your courses has been included in the survey plan for your institution. They will be listed in the drop-down menu on the Progress Surveys tab.

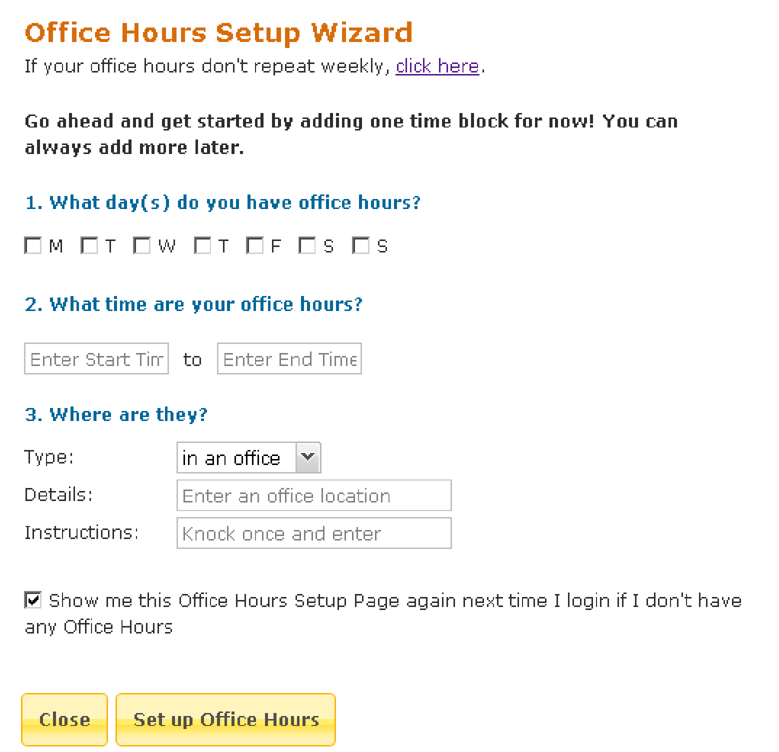
Set Up Your First Office Hours Block

The first time you log in to S&Tconnect, you will be provided with a 'wizard' to walk you through setting up your office hours, which enables students to schedule time with you. If you do not wish to complete the wizard just yet, check the box labeled "**Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours**", and then click the **Close** button.

If your office hours are different week to week, follow the link shown with "**If your office hours don't repeat weekly, click here**".

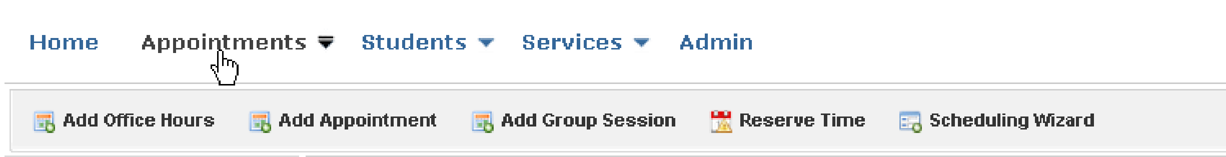
If your office hours recur:

1. **Indicate the day(s) you hold office hours** by checking the boxes for each day of the week.
2. **Specify the start and end time** for the day(s).
3. **Set the location of the office hours**. You will be able to setup multiple office hour locations in your profile later. Enter details such as building, room number or phone number. You can also enter special instructions such as a phone conference code.
4. **Click the Set up Office Hours button**.



To setup additional office hours or make any changes, click **Appointments** at the top of any page. Here you will find links to **Add Office Hours, Add Appointment** and **Add Group Session.**

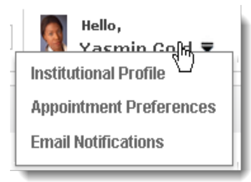
Use the **Scheduling Wizard** to map out your availability for an entire week or the entire term.



Set Up your Profile

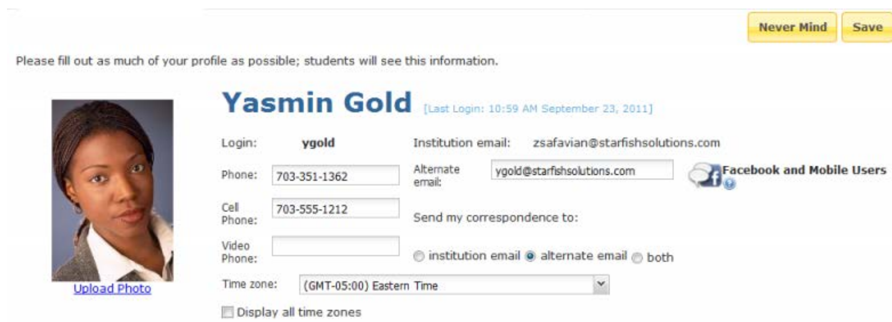
Some of your profile, such as your contact information, is imported from your LMS or SIS. You have the ability to edit other parts of your profile, such as your biography.

1. **Click on your name** in the Top Navigation bar.

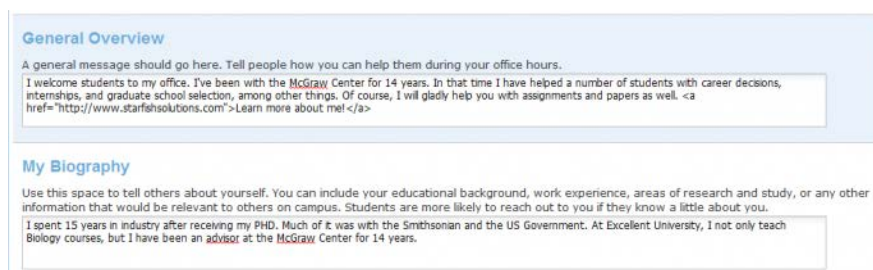


2. **Edit your contact information** and select the email address where S&Tconnect notifications should be sent

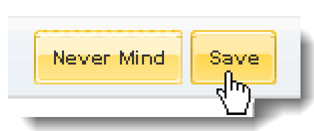
3. **Upload a photo** to help students put a face to your name:
   a. Click the **Upload Photo** link.
   b. Browse for a photo on your desktop (JPG, GIF, or PNG).
   c. Click the **Upload Now** button.



4. **Provide information about yourself**. This information will appear to students who can make appointments with you in S&Tconnect.



5. **Click the Save button** to save your updates. Note that each tab within the Profile has its own **Save** button. Be sure to save changes on each tab.

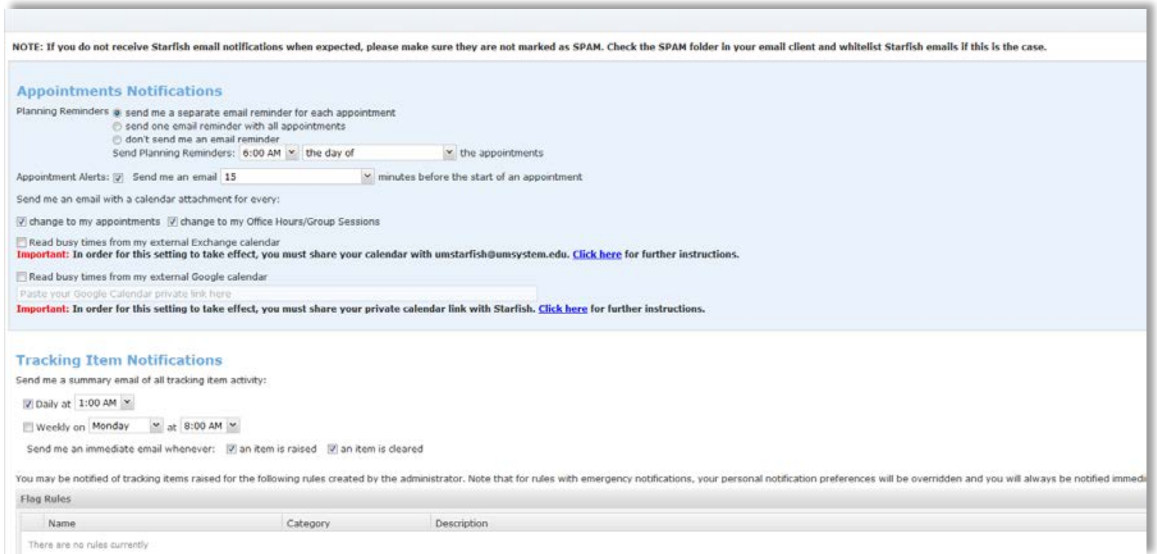


Set Up your Email Notifications

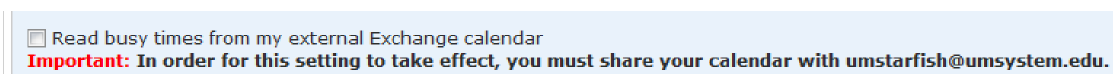
After completing your Institutional Profile, you will need to set up your preferences for appointment notifications and tracking item notifications.

1. **Click on the Email Notifications** tab.

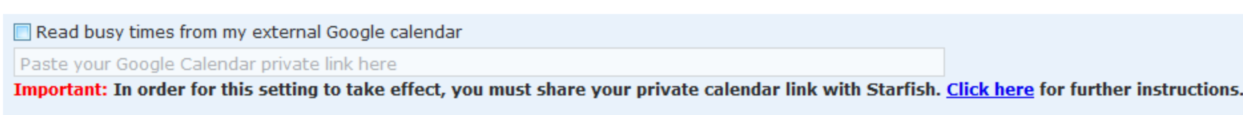
2. Select your preferred **Appointments Notifications**.



3. **You must check the Read busy times from my external Exchange calendar checkbox** to synch your Outlook Exchange calendar with your S&Tconnect calendar.



NOTE: If you do not have an Exchange mailbox and calendar, you will need to **check the Read busy times from my external Google calendar** and then click on **Click here** to complete your calendar synch. (Refer to ***Share Your Google Calendar*** on page 8.)



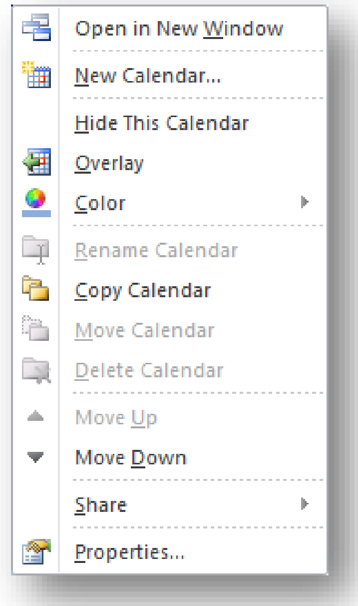
4. Select your preferred **Tracking Item Notifications**.

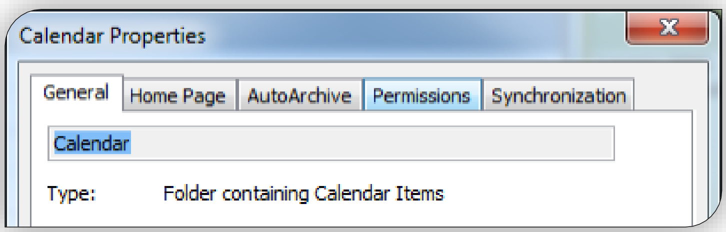
5. Click the **Save** button.

Share Your Exchange Calendar with S&Tconnect

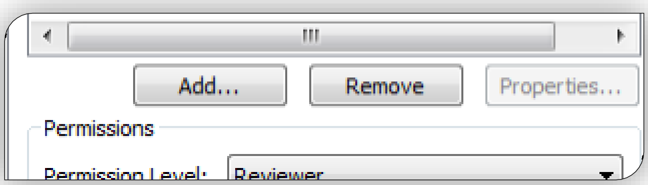
To synch your Microsoft Exchange calendar with the S&Tconnect calendar, you will need to share your calendar.

1. In Microsoft Outlook, select your **Calendar** view.
2. Place your cursor under **My Calendars** and right click your mouse.
3. From the menu, select **Properties**.
4. On the **Calendar Properties** window, select the **Permissions** tab.

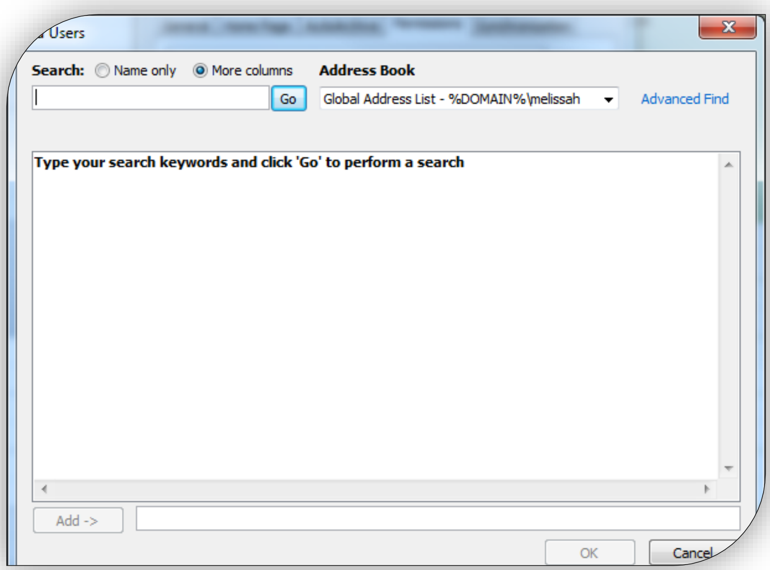




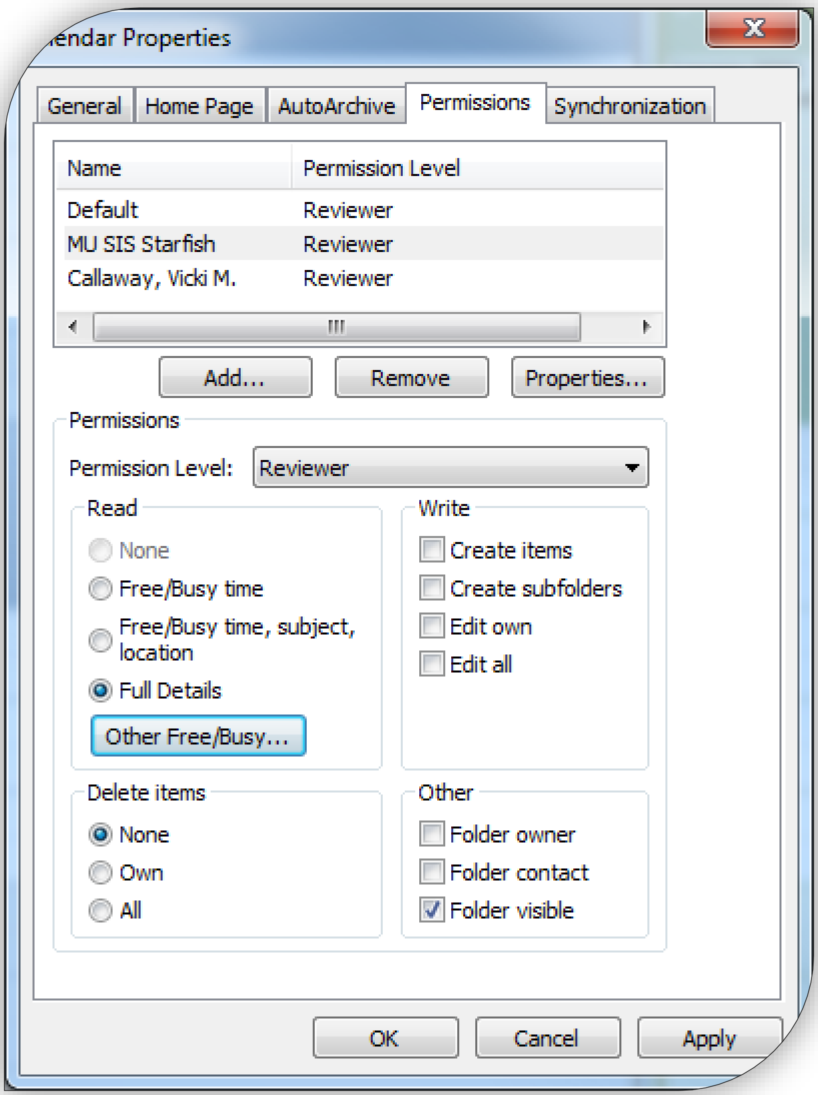
5. Click on **Add, and the Add users window appears.**



6. Click on the **More columns** radio button.
7. Enter **MU SIS Starfish** in the **Search** field, and click on **Go** to populate the name.
8. Click on **Add**.
9. Click on **OK**.



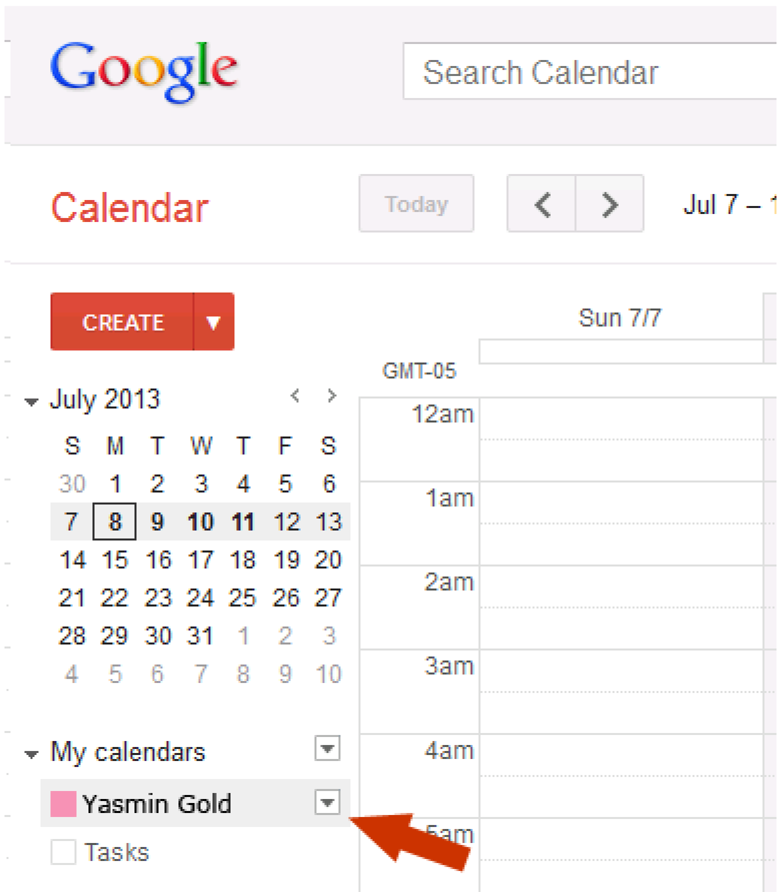
10. In the **Permission Level** field, select **Reviewer**.
11. In the **Read** field, select **Full Details**.
12. Click **OK**. Your calendar is shared and will now synch with the S&Tconnect calendar.



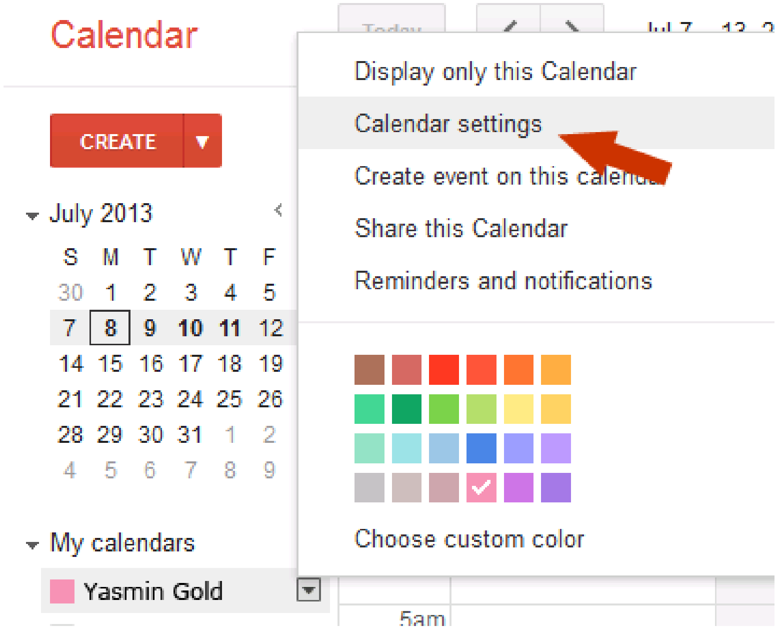
Share Your Google Calendar

For free/busy time to be imported into S&Tconnect from your Google calendar, you must share your calendar with S&Tconnect. To do this, complete the steps below.

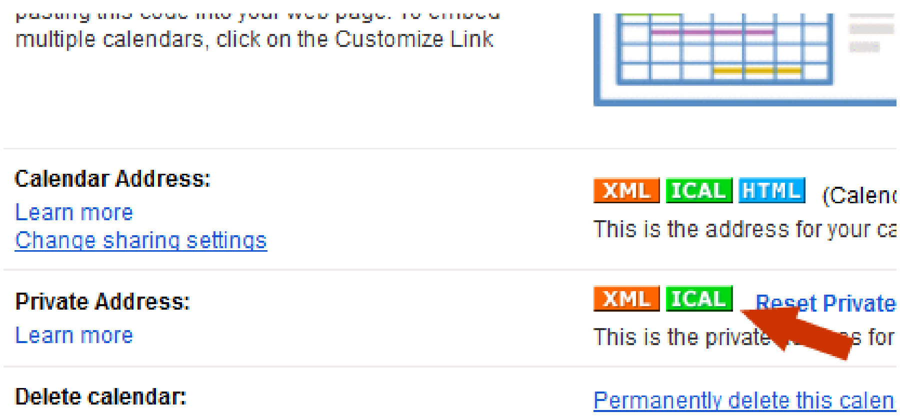
1. In your **Google Calendar**, click on the menu to the right of the calendar you want to share.



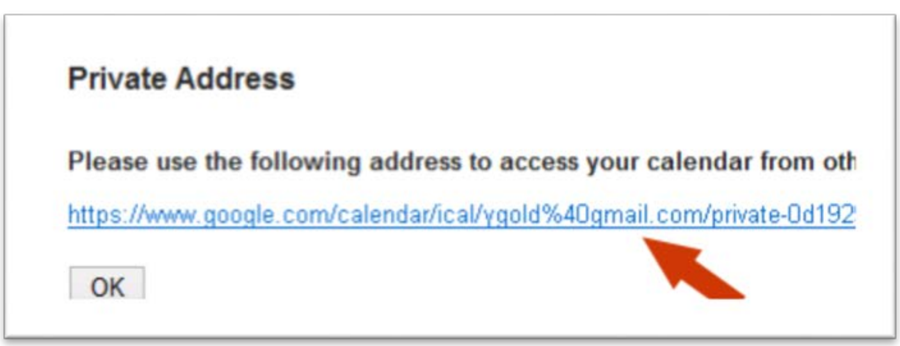
2. In the menu that opens, select the option **Calendar Settings** option.



3. Scroll down to the **Private Address** field and select the **ICAL** button.



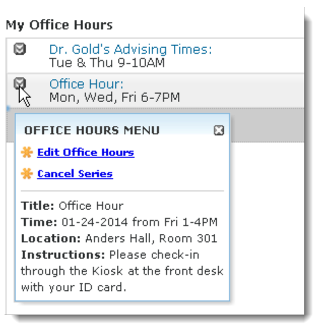
4. Copy the private URL provided by Google and paste it in the related field in your S&Tconnect profile.

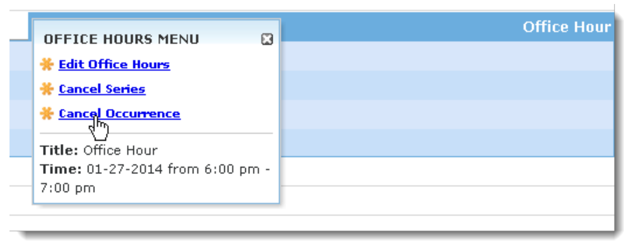


Frequently Asked questions

How do I cancel my office hours for one week?

To modify or cancel existing Office Hours select the calendar icon icon associated with the Office Hours. To cancel the series, select the Office Hours on the Agenda view of your calendar and select **Cancel Series**. To cancel a single occurrence within the series, find the set of hours on the day(s) desired on your calendar, and click cancel occurrence.





How do I get more detail on a student?

Anytime you see a student's name as a hyperlink (e.g. in your student list, on an appointment or in a progress survey) this hyperlink takes you to the student's folder.

How do I change how and when I am emailed by Starfish?

Starfish will email you a calendar appointment for each appointment you have, and a summary of flag activity for your students. You can change the details of when you receive these notifications by clicking **Profile**, and navigating to the **Email Notifications** tab.