Log In

- Open browser
- Navigate to Blackboard
  - [https://bb.siue.edu](https://bb.siue.edu)
  - Or click on Bb button located on SIUE home page
- Click Login
  - Will open CAS login
- Enter e-id and password
- Click Login
- Blackboard will open
- Click on Starfish (Tools Menus – left side)
- Starfish Home will open

*Note: Pop-up blocker must be turned off or an exception added.*

Starfish Home

**What is on Home**

- Links to active progress surveys
- List of appointments
- Recent changes to students
  - Kudos
  - Raised flags
- Current flags being managed
- Tabs and navigation buttons
  - Home
  - Appointments
  - Students
  - Office Hours
  - Record Attendance
Setup

- Click on dropdown by name
- Available tabs:
  - Institutional Profile
  - Appointment Preference
  - Email Notification

Institutional Profile

- Click drop down menu by name
- Select Institutional Profile
- Complete personal profile as desired
- Click Submit

Appointment Preferences

To setup appointment preferences or to modify current settings. Appointment preferences can also be set up at the time of setting up additional office hours.

- Click drop down menu by name
- Select Appointment Preferences
- Setup as desired (auto-saves)

Email Notifications

- Click drop down menu by name
- Select Institutional Profile
- Complete personal profile as desired
- Click Submit
Respond to Progress Survey

If there is an active progress survey(s), it will appear in a banner at the top of the Home page.

- Click on link for survey
  - If more than one survey available, click ‘more’ to view list
- Locate student
- Select response
  - Some responses open an optional comment box
  - Click to record a note
- Click Submit

*Note: Response cannot be changed once submitted.*

Starfish Retention YouTube - Starfish Two Minute Tip: How to Respond to a Progress Survey; http://youtu.be/3zXxA_fw-jd0

Appointments

Office Hours

*Initial Setup*

- At initial login, will be prompted to setup office hours
- Complete as needed:
  - Days
  - Hours
  - Where
- Click Set up Office Hours

*Note: This can be setup at a later time.*
**Additional Office Hours**

- Click
- Complete as needed:
  - Days
  - Hours
  - Where
  - Type
  - Length
  - Note to scheduler
- Click

*Starfish Retention YouTube - Starfish Two Minute Tip: How to Create Office Hours; http://youtu.be/OyiUVllucK8*

**Edit/Cancel Office Hours**

- Click on Appointments tab
- From the My Office Hours area, click to open office hours menu

- Edit office hours:
  - Click Edit Office Hours
  - Edit hours, days, etc. as needed
  - Click
- Cancel series of office hours:
  - Click Cancel Series
  - Select date
  - Click [Submit]

Reserve Time
- Click on Appointments tab
- Click [Reserve Time]
- Complete Reserve Time as needed
- Click [Submit]

Add Appointments
- Click on Appointments tab
- Click [Add Appointment]
- Complete as needed
- Click [Submit]
Students

My Students
- Select My Students tab
- Can search by name, e-id or University ID (800#)
- Can see all students (combined list of all courses listed as instructor)
- Can view students by class
- Hover mouse over student’s name to view summary information about student
- Click on student’s name to view detailed information about student
- Click on student’s email address to send message (if you have an email client installed)
  - Or right click to copy email address is using a web based email

Tracking
- Select Tracking tab
- Can search by name, e-id or University ID (800#)
- Can see all students (combined list of all courses listed as instructor)
- Can view students by class
- Can select which flag to view
- Can view flags raised (Progress surveys, instructors)

Attendance
- Click Attendance tab
- Select course to view roster by using the filters (right side)

- Click Attendance Report
- By default all students are marked as present
- Mark students as Absent, Excused or Tardy
- Click Submit
Additional Resources

Phone Numbers
- ITS Help Desk: 650-5500

Web Sites
- Starfish Retention How To YouTube Videos: http://www.youtube.com/channel/UCjDosMSGiUrHRzQmQbPJNw
- Blackboard: https://bb.siue.edu
- SIUE Starfish: http://www.siue.edu/its/starfish
- ITS: http://www.siue.edu/its
- ITS e-ID Maintenance: http://www.siue.edu/eid
- ITS Training: http://www.siue.edu/its/fac_staff/training

Email Addresses
- ITS Help Desk: help@siue.edu
- ITS Application User Support: ftc_help@siue.edu