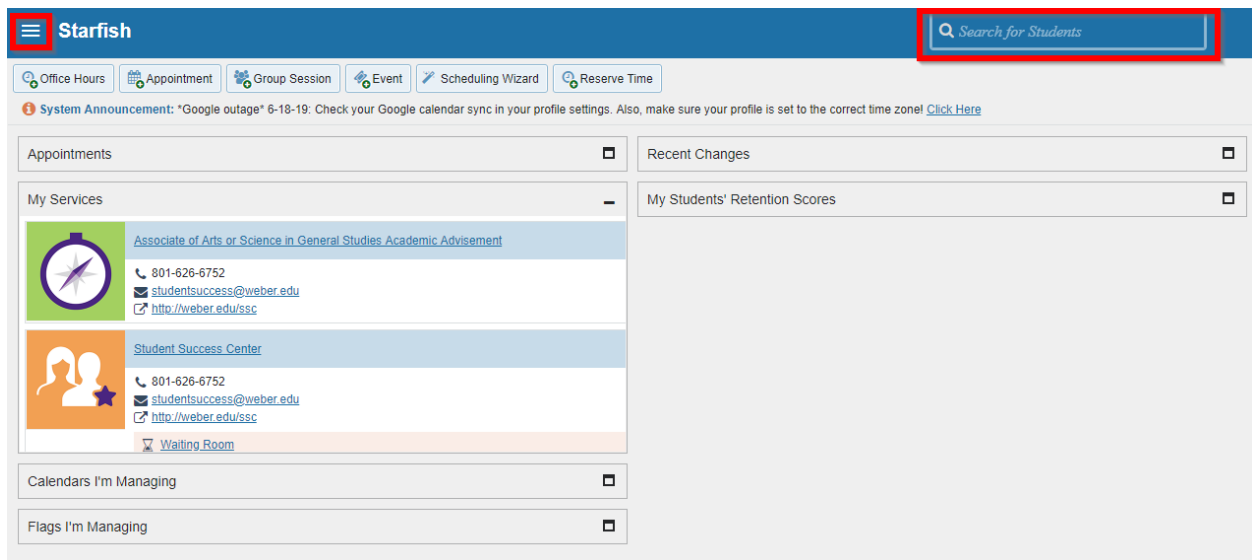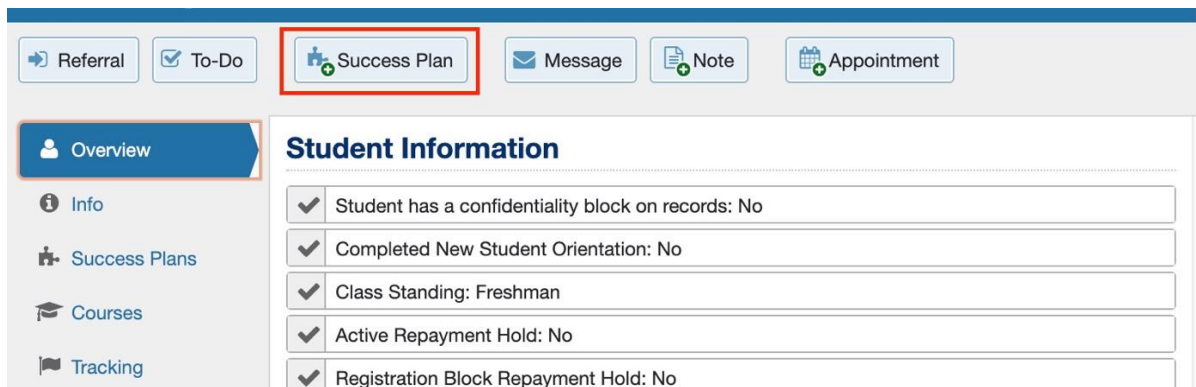# Using a Success Plan in Starfish

Creating a Success Plan

- After logging into Starfish, you can search students through the upper right hand corner
  or through the "hamburger" menu:

- If searching for an individual student, you can click on **Success Plan** once the student is
  selected.

- Select the appropriate **Success Plan** for the student:

- If **no Due Dates** are selected, the Success Plan is ready to go. *Depending on what tracking items are selected, emails may or may not be sent out for each tracking item.

- For sending out multiple **Success Plans**, you can use the **Students** tab *Double check your **Connection** to students
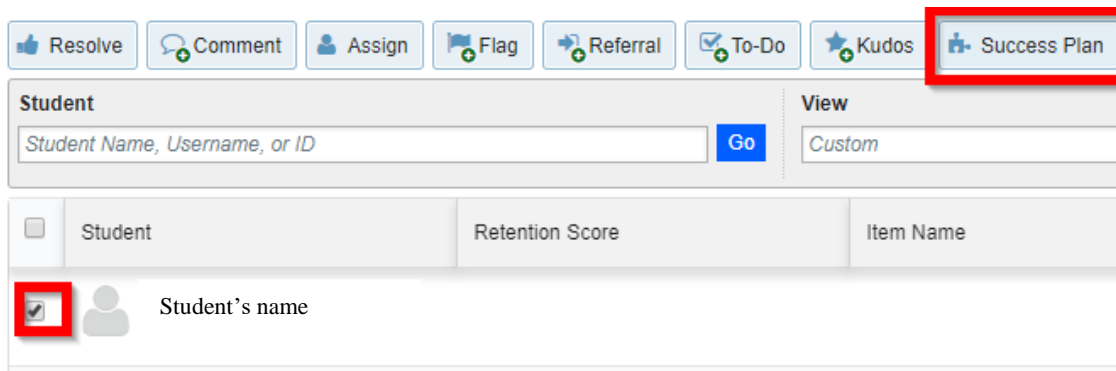

- After selecting the student(s) and checking the appropriate box(s), click on **Success Plan**

- Select the appropriate **Success Plan** for the student:
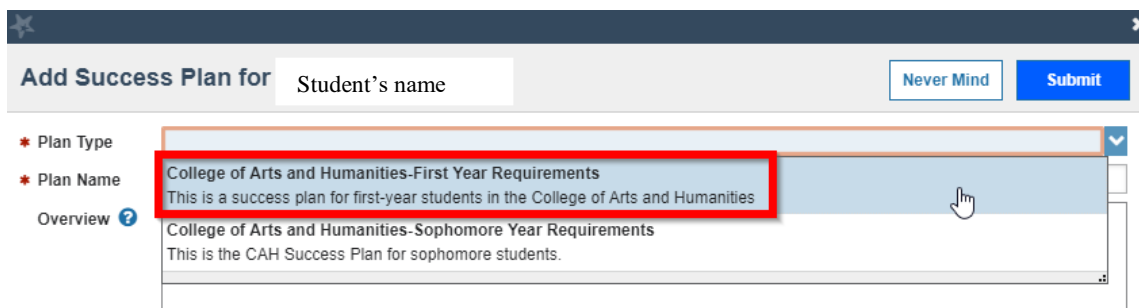
- If no **Due Dates** are selected, the **Success Plan** is ready to go. *Depending on what tracking items are selected, emails may or may not be sent out for each tracking item.*

- To add **Due Dates** for each Tracking Item, select the **Edit Icon**

- The last window will appear:

- **Example Email** that is generated to the student when a Success Plan is raised in Starfish:

Dear Student's name

The following plan has been created for you by Daniel Jensen.

Plan: Success Plan for First-Year Students the College of Arts and Humanities

This is a success plan for all first-year (freshman) students in the College of Arts and Humanities

Overview: The following items are to be completed within your first year as a student in the College of Arts and Humanities

- Register for classes
  - Register for classes early to ensure you get the classes you want! Find all the necessary information about Registering for Classess
- Meet with Your Academic Advisor
  - Meeting with your academic advisor once a semester, or at least once a year is critical to your academic success and graduating on time. Locate your specific advisor on the Find My Advisor page.
- Get to Know Campus Resources
  - Visit the Student Affairs homepage to view programs and services for students to get involved on campus and be successful both inside and outside of the classroom.
- Meet with Career Services
  - Meet with Career Services for major exploration and to develop self-awareness and skills to explore, clarify and implement good career choices and promote strategies to locate meaningful employment upon graduation.
- Meet with your Faculty Advisor
  - After meeting with your academic advisor, locate your specific faculty advisor on the Find My Advisor page.

- **Other items to consider:**

- **Create a tentative three-semester course plan.**
  - Done in Cattracks with your Academic Advisor

- **Find ways to get involved on campus, such as:**
  - Joining a WSU Club www.weber.edu/co
  - WSU?s Center for Community Engaged Learning on Cattracks www.weber.edu/ccel
  - Student Involvement & Leadership https://www.weber.edu/studentinvolvement

- **Learn about focused support on campus** https://weber.edu/StudentAffairs/focusedsupport.html

- **If your major requires a minor, diversify your education by selecting a major and a minor from different colleges.** Please review the catalog to learn more about different minors https://catalog.weber.edu/content.php?catoid=17&navoid=5671

- **Start memorizing your W number (Student ID)**

- **Example Email** that is generated to the student for each tracking item on the Success

  Plan: *If the tracking item is tied to an email. Not all tracking items generate an email.

[Starfish] To-Do: Complete Safe@Weber Inbox ×

danieljensen3@weber.edu   4:10 PM (7 minutes ago)
to me ▾

Dear   Student's name

I have added a new To-Do to your student folder. Below you will find the details of this task. If you have additional questions or want to clear this To-Do item, please reply to this email.

To-Do: Complete Safe@Weber
Comments: Complete Safe@Weber, to learn about Campus Safety.
Due Date: No due date

We care about your success!

Sincerely,

Daniel Jensen

*Completing the task, does not automatically clear the To-Do in your Starfish folder. Please email me to have this task cleared.

Clearing a Tracking Item for a Success Plan

- Once the student informs you that a task is complete, you can **clear** each Tracking Item.

  Click on the Student's name to open the Student folder and select the **Tracking** tab

- You can add an extra comment, as needed