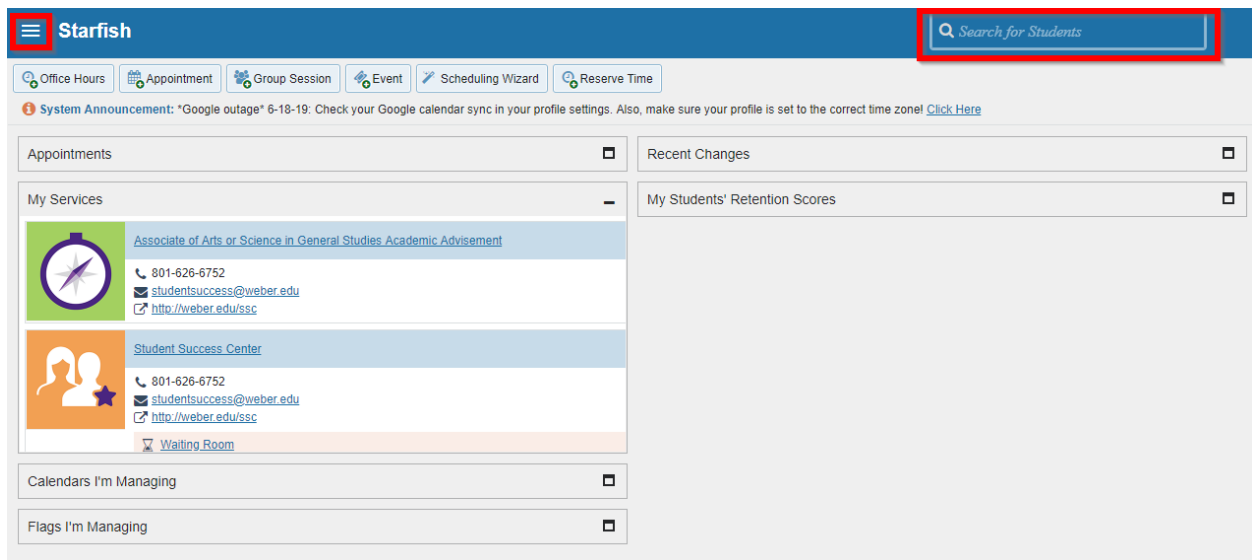


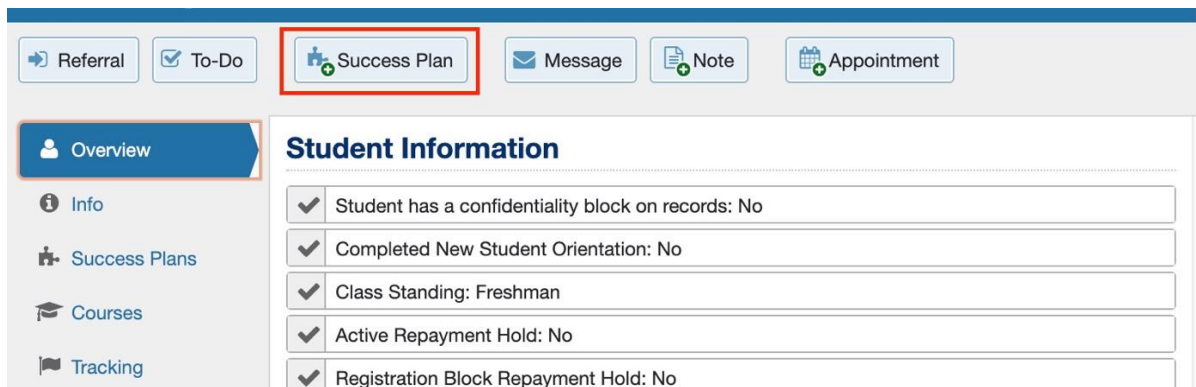
## Using a Success Plan in Starfish

### 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:

Add Success Plan for Student's name

Never Mind Submit

\* Plan Type

\* Plan Name **College of Arts and Humanities-First Year Requirements**  
This is a success plan for first-year students in the College of Arts and Humanities

Overview ?  
College of Arts and Humanities-Sophomore Year Requirements  
This is the CAH Success Plan for sophomore students.

- 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.**

Add Success Plan for John, James

Never Mind Submit

\* Plan Type College of Arts and Humanities-First Year Requirements

\* Plan Name Success Plan for First-Year Students 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

\* Tracking Item Select a tracking item...

Due Date

Course Context No Course

Specific Recommendation

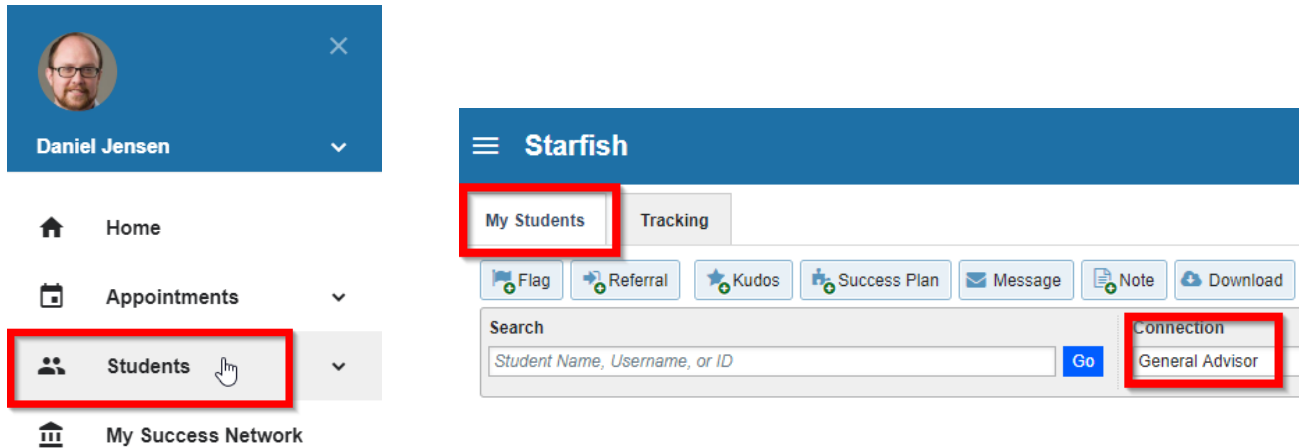
Add Item Never Mind

- Register for classes  
Register for classes early to ensure you get the classes you want! Find all the necessary information about registering for classes on the [Registration](#) page.
- 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 your Faculty Advisor  
After meeting with your academic advisor, locate your specific faculty advisor on the [Find My Advisor](#) page.

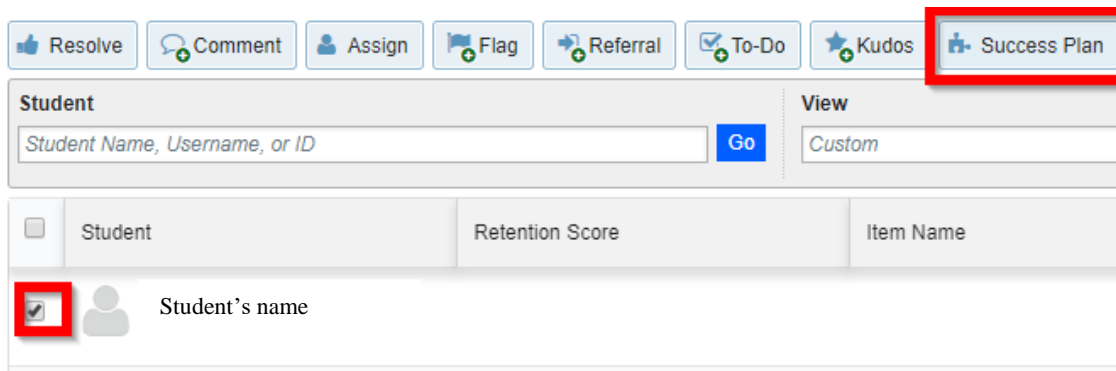
\* Required fields

Never Mind Submit

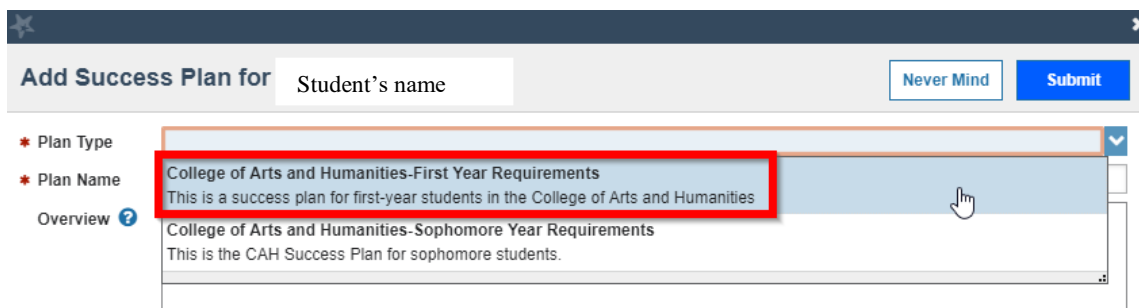
- For sending out multiple **Success Plans**, you can use the **Students** tab *\*Double check your **Connection** to students*



- 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.*

**Add Success Plan for**  Never Mind **Submit**

\* **Plan Type**

\* **Plan Name**

**Overview** ?

\* **Tracking Item**

**Due Date**

**Course Context**

**Specific Recommendation**

Add Item Never Mind

**Register for classes** edit delete  
Register for classes early to ensure you get the classes you want! Find all the necessary information about registering for classes on the [Registration](#) page.

**Meet with Your Academic Advisor** edit delete  
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** edit delete  
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 your Faculty Advisor** edit delete  
After meeting with your academic advisor, locate your specific faculty advisor on the [Find My Advisor](#) page.

\* **Required fields** Never Mind **Submit**

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

**Add Success Plan for** Student's name Never Mind Submit

\* **Plan Name** Success Plan for First-Year Students 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

\* **Tracking Item** Register for classes

**Due Date** 📅

**Course Context** No Course

**Specific Recommendation**  
Register for classes early to ensure you get the classes you want! Find all the necessary information about registering for classes on the [Registration](https://www.weber.edu/Registration/Register_Classes.html) page.

**NOTE:** This recommendation can be viewed by the student.

Update Item Never Mind

- ↓  **Register for classes**  
Register for classes early to ensure you get the classes you want! Find all the necessary information about registering for classes on the [Registration](#) page. 🔍 + Edit To-Do
- ↑ ↓  **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 your Faculty Advisor**  
After meeting with your academic advisor, locate your specific faculty advisor on the [Find My Advisor](#) page. 🔍 +

\* Required fields Never Mind Submit

- The last window will appear:

**Confirmation**

Are you sure you want to continue?  
Note that it may take a few minutes for these tracking items to appear on the student record.

Yes No

- **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 Classes](#)
- 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](http://www.weber.edu/co)
  - WSU's Center for Community Engaged Learning on Cattracks [www.weber.edu/ccel](http://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 x  

 **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

The screenshot shows the Success Plan interface. At the top, there are tabs for Referral, To-Do, Kudos, Success Plan, Message, Note, and Appointment. On the left sidebar, the 'Tracking' tab is highlighted with a red box. The main content area shows a list of items with columns for 'Item Name' and 'Status'. The first item is 'Complete Safe@Weber' with status 'Active'. Below this, a student's profile is shown with the name 'Student's name'. Under the profile, there are two tabs: 'SUMMARY' and 'STUDENT INFO'. The 'SUMMARY' tab is active, showing the item 'Complete Safe@Weber' with details: 'Added by Jensen, Daniel (Today)' and 'Assigned to Jensen, Daniel'. At the bottom of the item details, there are buttons for 'Edit', 'Comment', 'Re-assign', and 'Clear'. The 'Clear' button is highlighted with a red box.

- You can add an extra comment, as needed

The screenshot shows a dialog box titled 'Clear to-do for' with the student's name 'Student's name' in the input field. Below the input field, there is a link 'Show to-do details'. Underneath, there is a section 'Add a comment:' with a text area containing the text 'Great job!'.

The screenshot shows the bottom of the dialog box. On the left, there is a red asterisk icon and the text 'Required fields'. On the right, there are two buttons: 'Never Mind' and 'Submit'. The 'Submit' button is highlighted with a red box.

The screenshot shows a 'Success' dialog box with a green checkmark icon and the text 'The to-do was completed.' Below the message, there is an 'OK' button.