



VandalStar



University of Idaho
VandalStar

The Star Thrower

A man saw a boy collecting starfish on the beach and gently throwing them back into the ocean.

“What are you doing?” asked the man.

“The tide is going out. If I don’t throw them back, they’ll die,” explained the boy.

“But there are miles and miles of beach and hundreds of starfish!” the man said. “You are hardly even making a difference.”

The boy picked up another starfish, threw it into the surf, smiled at the man, and said:

“I made a difference for that one.”



What is VandalStar?

In alignment with the University of Idaho's Strategic Plan 2016-2025, VandalStar is a university-wide initiative focused on student success and increasing graduation rates. It is a web-based advising, retention, student tracking, early alert and appointment scheduling application that supports student success and engagement.

- **Implementation Teams**
 - Orientation & Professional Development, Functional Team, and Technical Team
- **VandalStar**
 - What is VandalStar?
 - Resources and Support
 - Implementation Goals and Timeline
 - Roles
 - Workflow and Tracking Items
- **VandalStar Demo**

Resources and Support



- Website
 - <https://www.uidaho.edu/sem/vandalstar>
 - PowerPoint presentations
 - Demo video
 - PDF copies of handouts
 - Technical support information
- Handouts
 - Faculty/Staff Guide
 - Student Guide
- Contact Information
 - VandalStar@uidaho.edu
 - 885-VSTR (8787)

Implementation Goals

- **Phase I**

- Faculty and advisor participation in pilot courses (flags, kudos, progress surveys, and notes)
- Adoption of appointment scheduling with pilot group

- **Phase II**

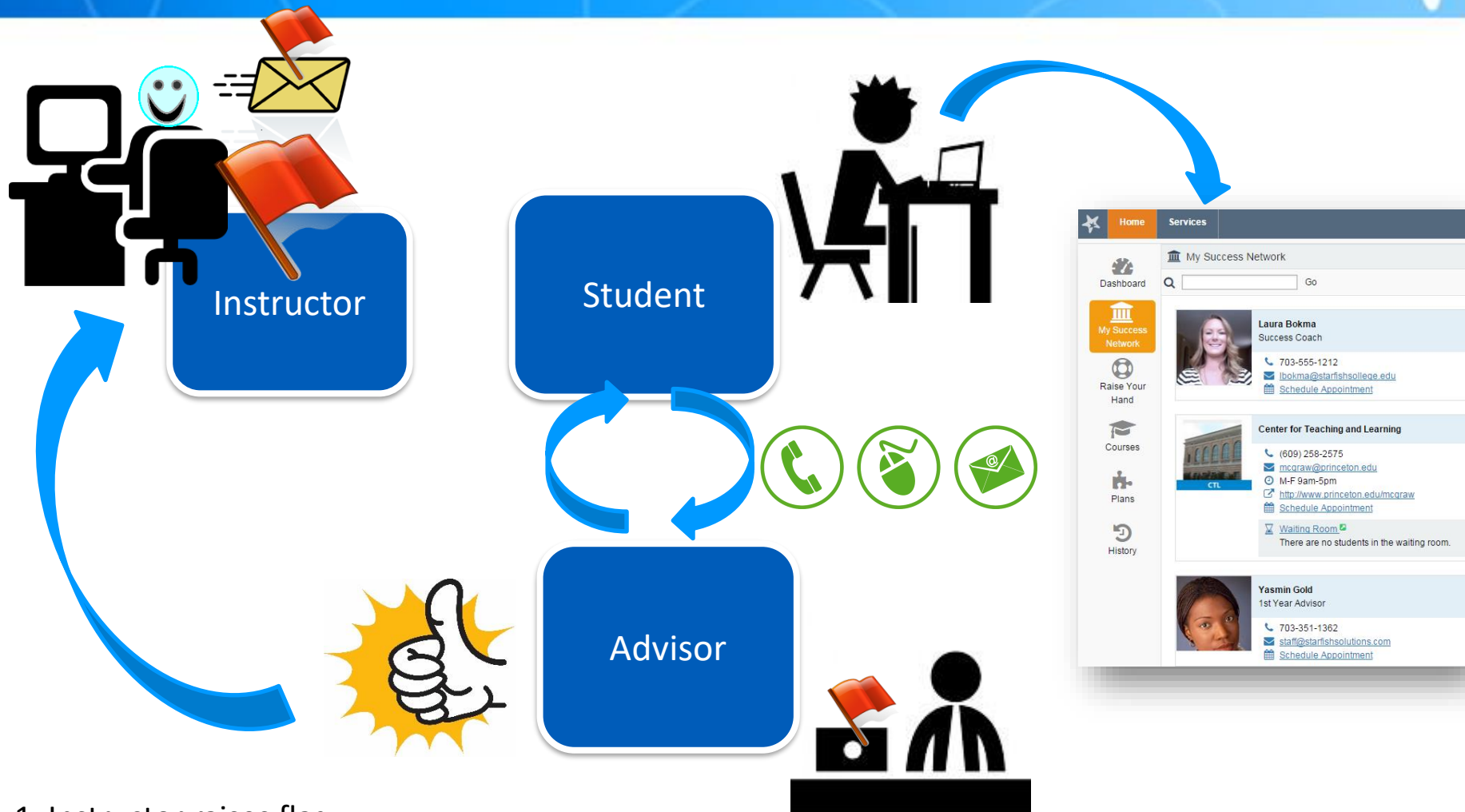
- University-wide adoption of VandalStar
- Expand tracking of student engagement
- Determine further implementation of VandalStar functions

Roles



Role Name	Description
Student	<ul style="list-style-type: none">• Utilize online appointment scheduling• Respond to email notifications• Contact appropriate support offices
General User	<ul style="list-style-type: none">• Monitor VandalStar activity
Instructor/TA	<ul style="list-style-type: none">• Raise flags when appropriate• Submit Progress Surveys when appropriate
Faculty Advisor	<ul style="list-style-type: none">• Utilize appointment scheduling• Submit student notes
Professional Advisor	<ul style="list-style-type: none">• Utilize appointment scheduling and notes• Raise and clear flags
Advising Leadership	<ul style="list-style-type: none">• Monitor VandalStar activity• Manage and assign flags

Flag Workflow Example



1. Instructor raises flag.
2. Student and advisor receive respective notifications.
3. If student has not taken action, advisor reaches out to student and comments on flag in VandalStar.
4. Student makes an appointment for services.
5. Advisor clears flag and enters 'close the loop' comments, which are sent back to the instructor.

Tracking Items: Flags



Flag Name	Description
1. Attendance Issue	Raise this when a student isn't attending class regularly.
2. Missing/Late Assignments	Raise this flag when a student is missing or late with assignments.
3. In Danger of Failing	Raise this when a student is in danger of failing a course.
4. Academic Issue	Use this flag to express any academic issues you need to address with a student. The student will receive an email containing your comments to alert them of this issue. This flag cannot be used in place of a CARE report. If you feel that a student is in distress or displaying concerning behavior and you would like to make a referral to the Dean of Students office, please click on the following link: www.uidaho.edu/vandalcare . If you consider the situation you are reporting an emergency, immediately call 911.
5. I Need Help (Student Raised)	Select this option when you know you need help but are not sure where to start. An advisor will be notified. If this is a medical emergency, please call 911.

Tracking Items: Kudos



Kudo Name	Description
1. Keep Up the Good Work	Raise this kudo for students who are performing well.
2. Outstanding Academic Performance	Raise this kudo when a student has outstanding academic performance.
3. Showing Improvement	Raise this kudo when a student has shown improvement.



VandalStar Demo



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Login to VandalStar (Test Tenant)



Explore VandalStar in the pre-production test environment. The information in the test tenant is from a single point in time that is updated about every 6 months. Anything you do in the test tenant will not go out to students, faculty, or staff. It is safe for you to learn in. Be aware, this is where we test new features. Some functions in the test tenant may look different than the Production (live).

<https://uidaho-test.starfishsolutions.com/starfish-prod>

First-Time Login Page

✦ **Home** | **Appointments** ▾ | **Students** ▾ | **Services** ▾ |

i System Announcement: *This is the test tenant*****

Starfish provides a simple and efficient way for people on campus to schedule time with one another; whether that time is face-to-face, over the phone, or even online. All you have to do to get up and running in Starfish is complete the information on the right, which lets people know when you will be available during the term. Then others on campus will be able to schedule appointments with you electronically. It's that easy!

Once you've signed up, you can elect to receive email notifications informing you about your upcoming meetings. Each notice will include the reason for the visit, the person's picture if available, and a link to their profile.

A well-connected campus is a better campus, so start using Starfish now!

Office Hours Setup Wizard
If your office hours don't repeat weekly, [click here](#).

Go ahead and get started by adding one time block for now! You can always add more later.

1. What day(s) do you have office hours?

M T W T F S S

2. What time are your office hours?

to

3. Where are they?

Type ▾

Details

Instructions

Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours

Close **Set up Office Hours**

VandalStar Homepage

VandalStar

Search for Students

Office Hours Appointment Group Session Event Scheduling Wizard Reserve Time

System Announcement:

**** This is the test tenant. ****

Tutorials and downloadable user guides available at <http://www.uidaho.edu/sem/vandalstar>.

If anyone is experiencing an accessibility barrier to using VandalStar, please call [208-885-VSTR](tel:208-885-VSTR) (8787) or send an email to VandalStar@uidaho.edu.

Issues will immediately be reported to our vendor for resolution.

Appointments

Show Today

Today at 6:00 pm Discuss Studying Abroad
Location: Idaho Commons Room 312

[View Calendar](#)

My Services

Advising Services

University of Idaho
208-885-6300
advising@uidaho.edu
Monday-Friday, 8 am- 5 pm
<https://uidaho.edu/academic-advising>

Waiting Room

Waiting Room is enabled for students.
There are no students in the waiting room.

Flags I'm Managing

Show All

Name	Flag Name
[REDACTED]	4. Academic Issue
[REDACTED]	4. Academic Issue
[REDACTED]	4. Academic Issue
[REDACTED]	4. Academic Issue
[REDACTED]	4. Academic Issue
[REDACTED]	4. Academic Issue
[REDACTED]	4. Academic Issue
[REDACTED]	4. Academic Issue
[REDACTED]	I Need Help in Polya
[REDACTED]	Polya: Attendance Warning
[REDACTED]	Polya: Course Has Been Dropped for Non-...
[REDACTED]	Polya: Missed First Polya Class

Recent Changes

Activity Changed in Past 30 days

New Appointment: [REDACTED] Today at 6:00 pm

Raised Flag: [REDACTED] I Need Help in Polya: Yesterday

Raised Flag: [REDACTED] Polya: Third Zero on Notebook Evaluation: Yesterday

Raised Flag: [REDACTED] Polya: Missed First Polya Class: Yesterday

Navigation

☰ VandalStar



Shishona Turner



Home



Appointments



Students



Services



Waiting Room



Admin



Shishona Turner



Institutional Profile

Appointment Preferences

Email Notifications

Help

Logout



Home



Appointments



Agenda

View Day

View Week



Students



My Students

Tracking



Services



Waiting Room



Admin

Profile – Institutional Profile



☰ VandalStar

🔍 Search for Students

Institutional Profile

Appointment Preferences

Email Notifications

Please fill out as much of your profile as possible; students will see some of this information depending on your role.



[Upload Photo](#)

Shishona Turner

[Last Login: 1:53 pm August 16, 2018]

Login Page

Title

Contact Information

Login Institution Email

Phone

Cell Phone Video Phone

Display all time zones Time zone

General Overview

A general message should go here. Tell people how you can help them during your office hours.

I'm able to help you with general questions, choosing a major, graduation, campus resources, and advocating for yourself.

My Biography

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they know a little about you.

I've worked at U of I for 10 years. I have a BS in Geology and MS in Adult & Organizational Learning & Leadership. My passion is helping others.

* Required fields

Profile - Appointment Preferences

Home Appointments Students Services Analytics Admin Search for Students Yasmin Gold help | support | logout

Institutional Profile Appointment Preferences Email Notifications

Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length: 15 minutes

Scheduling deadline:







- None
- 5:00 PM the day before the office hours
- 9:00 AM the day of the office hours
- 1 hour(s) before the office hours

Allow drop-ins after deadline has passed

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.



+ Add Location

Type	Name	Instructions	
Office	Anders Hall, Room 301	Please check in with the front desk.	 
Phone	Call 703-555-1111	Please call me at your scheduled time.	 
Blackboard Collaborate	Collaborate	Login to starfish at the time of the appointment and click Join Session link.	 

Calendar Managers

Select people to manage your calendar. Calendar managers can add and edit your office hours and schedule and edit appointments in your calendar.

+ Add Calendar Manager

Calendar Manager	Email	Integration ID	
Adams, Garland	gadams@starfishcollege.edu	gadams	
Berry, Warren	wberry@starfishcollege.edu	wberry	

Profile - Email Notifications

Never Mind Submit

NOTE: If you do not receive Starfish email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist Starfish emails if this is the case.

Appointments Notifications

Planning Reminders send me a separate email reminder for each appointment
 send one email reminder with all appointments
 don't send me an email reminder

Send Planning Reminders: 9:00 am the day of the appointments

Appointment Alerts: Send me an email 15 minutes before the start of an appointment

Send me an email with a calendar attachment for every:

change to my appointments change to my Office Hours/Group Sessions

Read busy times from external calendar

Read busy times from my external Exchange calendar

Important: In order for this setting to take effect, you must share your calendar with vandalstar-ews@uidaho.edu. [Click here](#) for further instructions.

Summary Emails

Send me a summary email of all tracking item and appointment activity:

Daily at 2:00 am

Weekly on Monday at 9:00 am

Tracking Item Notifications

Send me an immediate email whenever: an item is raised an item is cleared an item is assigned to me

Add Office Hours

VandalStar Search for Students

Office Hours Appointment Group Session Event Reserve Time Scheduling Wizard

Agenda Day Week

Meetings on Today

Today at 8:00 am
External Hold: No appts

Today

Thu, 08-16-2018

Edit Office Hours - Office Hours

Never Mind Submit

* Title

* What day(s)? Repeats every day(s)

* What time? to

* Where? **Note: You may select more than one location to give students a choice.**

Phone appt
Shishona will call you.

Idaho Commons Room 312
Please knock.

Pitman Center International Ballroom

* Office hours Type
Only take scheduled appointments

* How long? minimum appointment length
 maximum appointment length

* Appointment Types Select the types of meetings you will have in these office hours.

<input checked="" type="checkbox"/> Academic Advising	<input type="checkbox"/> Career Advising
<input type="checkbox"/> Drop-in Tutoring	<input type="checkbox"/> Fraternity & Sorority Life Appointment
<input type="checkbox"/> Group Session	<input type="checkbox"/> Pre-Health Professions Advising
<input type="checkbox"/> SI Sessions	<input type="checkbox"/> SSS Counseling
<input type="checkbox"/> SSS Individual Tutoring Appointment	<input type="checkbox"/> Tutors

Instructions Start/End Date

These will be sent to anyone who makes an appointment.
Please bring your syllabi and planner.

* Required fields Never Mind Submit

My Students

☰ VandalStar





🔍 Search for Students

My Students

Tracking

- 🚩 Flag
- ➔ Referral
- ★ Kudos
- 🔧 Success Plan
- ✉ Message
- 📄 Note
- 📄 Download

Search **Connection** **Term** **Additional Filters**

<input type="checkbox"/>	Name	Email	Phone	Cell Phone
<input type="checkbox"/>	 [Redacted]	[Redacted]		
<input type="checkbox"/>	 [Redacted]	[Redacted]	[Redacted]	
<input type="checkbox"/>	 [Redacted]	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	 [Redacted]	[Redacted]	[Redacted]	
<input type="checkbox"/>	 [Redacted]	[Redacted]		

My Students

VandalStar

Search for Students

My Students Tracking

- Resolve
- Comment
- Assign
- Flag
- Referral
- Kudos
- Success Plan
- Send Message
- Download

Student: View: Connection: Additional Filters:

Student	Item Name	Status	Created	Assigned	Due
Context: Intermediate Algebra (MATH-108-01-Fall 2018)					
<input type="checkbox"/>	Polya: Missed First Polya Class	Active	08-14-2018		
Context: Intermediate Algebra (MATH-108-01-Fall 2018)					
<input type="checkbox"/>	3. In Danger of Failing	Active	08-13-2018		
Context: Intermediate Algebra (MATH-108-01-Fall 2018)					
<input type="checkbox"/>	1. Attendance Issue	Active	08-13-2018		
<input type="checkbox"/>	I Need Help from My Advisor	Active	08-10-2018		
Context: Intro Financial Acctg (ACCT-201-02-Fall 2018)					
<input type="checkbox"/>	Keep Up the Good Work	Active	08-10-2018		
<input type="checkbox"/>	Keep Up the Good Work	Active	08-10-2018		
<input type="checkbox"/>	Keep Up the Good Work	Active	08-10-2018		

Filtering the Students list

My Students Tracking

Flag Referral Kudos Success Plan Message Note Download

Search:

Connection: Term:

Additional Filters

- Tracking Items** ✓
- Cohorts & Relationships ✓
- Meetings
- Success Plans
- Success Scores
- Attributes

Students with Tracking Items

Count: Tracking Items matching criteria

Status: Active Resolved Both

Tracking Type: ?

Item Name:

Created By: Anyone Me Role

Course Context: ?

Due Date:


Creation Date: to

* Required fields

Student Folder

The screenshot displays a web interface for a student's folder. At the top, there is a dark blue header with a close button (X) in the top right corner. Below the header, a navigation bar contains several icons: a flag for 'Flag', a star for 'Kudos', an envelope for 'Message', a calendar for 'Appointment', and a document for 'File'. On the left side, a vertical sidebar lists navigation options: 'Overview' (selected), 'Success Plans', 'Courses', 'Tracking', 'Meetings', 'Notes', and 'Network'. The main content area is divided into two sections. The 'Student Information' section contains two rows of data, each with a checkmark icon: 'Spring 2018: Class Level: Freshman' and 'Spring 2018: Registered this term: True'. The 'Success Plans' section lists two items: a meeting with a red status indicator and the text '(Status: In Progress)', and a test with a blue status indicator and the text '(Status: Complete)'. On the right side, there is a profile sidebar featuring a large grey placeholder for a profile picture, a smaller grey placeholder for a name, and a black placeholder for a contact number. At the bottom left of the interface, a small blue icon is followed by the text 'FERPA standards protect student data.'

Appointment Outcomes and SpeedNotes

 ✕

Edit Appointment

[Never Mind](#) [Submit](#)

Scheduling

Outcomes

SpeedNotes

Check off the topics discussed and activities completed in this meeting.

Academic Advising

<input type="checkbox"/> Academic Status Concerns	<input type="checkbox"/> Created Academic Plan
<input checked="" type="checkbox"/> Discuss Study Skills	<input type="checkbox"/> Complete Intervention
<input checked="" type="checkbox"/> Discussed Academic Goals	<input checked="" type="checkbox"/> Completed Mid-Term Progress Form
<input checked="" type="checkbox"/> Provide Academic Appeals Information	<input checked="" type="checkbox"/> Course Drop/Withdrawal
<input type="checkbox"/> Reviewed Academic Plan	

Career Advising


<input checked="" type="checkbox"/> Career Exploration
--

Counseling

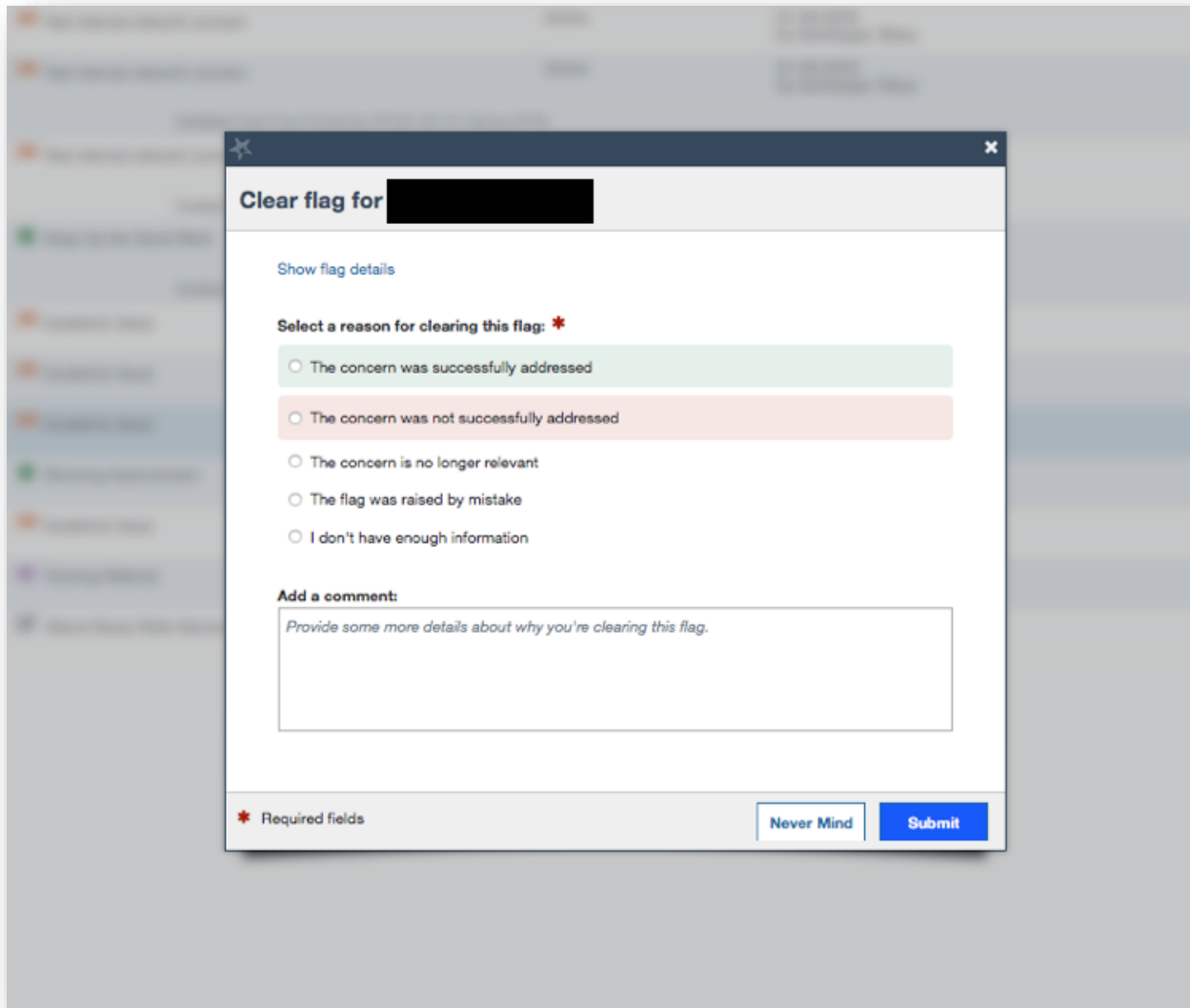
<input type="checkbox"/> Adjustment to College	<input checked="" type="checkbox"/> General Counseling Check-In
<input type="checkbox"/> Balancing Work/School	

Other

[Never Mind](#) [Submit](#)



Close The Loop



The image shows a modal dialog box titled "Clear flag for" with a redacted name. The dialog contains a "Show flag details" link, a required selection of a reason for clearing the flag, and a text area for a comment. At the bottom, there is a legend for required fields and two buttons: "Never Mind" and "Submit".

Clear flag for [REDACTED]

Show flag details

Select a reason for clearing this flag: *

- The concern was successfully addressed
- The concern was not successfully addressed
- The concern is no longer relevant
- The flag was raised by mistake
- I don't have enough information

Add a comment:

Provide some more details about why you're clearing this flag.

* Required fields

Never Mind Submit

Services

☰ Services

🔍 Search for Students

Search services and people



Advising Services

Advising Services provides academic guidance, assistance with academic policies and requirements, and resources for academic support.

[CALL](#)



Career Services

Career Services provides University of Idaho students and alumni with services and resources to empower them as they make critical life decisions and pursue career success. Preferred Contact Method: 1) Phone 2) Email

[CALL](#)



Center for Disability Access and Resources

The Center for Disability Access and Resources (CDAR) provides services and support to ensure that students with disabilities are able to access and fully participate in the academic, social, cultural and recreational programs available at the University of Idaho. This commitment is consistent with legal requirements, including Section 504 of the Rehabilitation Act of 1973

[CALL](#)



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