



# ***VandalStar***

## **Student User Guide**

### **What is VandalStar and why should I use it?**

VandalStar is a platform that gives you easy access to many different organizations and faculty and staff across campus right at your fingertips. You can schedule appointments, connect with your success network, raise your hand if you need help, and it provides contact information for almost all the services we have on campus.

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## Accessing VandalStar

1. One easy way to access VandalStar is by following the link below. The link will take you directly to the login screen. If you have not yet set up a U of I username and password, you will not be able to access VandalStar. Please contact the Registrar's Office if you are unsure how to set your username and password.

[Vandalstar.uidaho.edu](http://Vandalstar.uidaho.edu)

## What do I see first?

The first section that you will see after logging in to VandalStar is your My Success Network. There will be three horizontal lines in the upper left corner that you will be able to click on to open your main menu.

My Success Network

Search services and people

### How can we help?

Your Connections

<b>Matthew Barber</b> Military and Veteran Coordinator	...	<b>Rajal Cohen</b> Faculty Advisor	...
<b>Traci Craig</b> Professor	...	<b>Annette Folwell</b> Associate Professor	...
<b>Kristin Haltinner</b> Faculty Advisor	...	<b>Leontina Hormel</b> Instructor	...
<b>Spencer Martin</b> Instructor	...	<b>Benjamin McDunn</b> Instructor	...
<b>Drew Moreno</b> Career Advisor - CLASS and Equity and Diversity Units	...	<b>Jason Nierman</b> Military and Veterans' Services Coordinator	...
<b>Kenneth Pekie</b> Military and Veterans Advisor	...	<b>Clarissa Richardson</b> Instructor	...
<b>Brian Wolf</b> Faculty Advisor, Instructor	...	<b>Mark Yama</b> Instructor	...

Context Menu for Drew Moreno:

- Schedule
- Email
- Call
- View Profile

## My Success Network

My Success Network is located under the drop-down menu in the upper left-hand corner of your home screen.

## What is My Success Network?

Your Success Network allows you to connect with different faculty members and staff across the University. It's personalized for you! Your professors, academic advisors, career advisors, college librarian, and other support staff are found here. Use this tab if you need help, need to schedule a meeting with an instructor, or want to contact a person in your network.

## Contacting and Connecting to Your Network

There are three blue dots next to a faculty or staff member's name and profile. Once you click on the dots, there will be different ways to contact the person selected, such as schedule a meeting, view their phone number, or find their email address. Sometimes a person in your Success Network may not have scheduling set up in VandalStar. There will be other ways to contact them (phone or email, as mentioned). In the Scheduling Appointments section below, you'll see an overview of the steps a student will go through to schedule a meeting.

## Scheduling Appointments

Several faculty and staff members, including instructors and advisors, will offer appointment scheduling available in their profiles, found under My Success Network. More information on navigating this tab is covered in the previous section, **My Success Network**.

## How to Schedule a VandalStar Appointment Online

*Please view page 4 for reference images*

1. Click the "Schedule Appointment" link in the drop-down menu for the desired person or service in **My Success Network** or **Courses** icons.
2. Select the type of appointment you want and need: advising, teaching, BEAMS financial coaching, Career Services, Housing, etc.
3. Select the reason for appointment (there will be various options available)
4. Select an available day and time that fits your schedule
5. Confirm the appointment details
6. Your appointment is now set up! You will receive a confirmation email to your university email account. You can configure your VandalStar settings to receive email appointment reminders. Go to your **Profile** (click your name at the main menu to get to Profile).

# Scheduling an Appointment in VandalStar

## Step 1

### ↑ Connection Profile



**Kacy Pula**  
Clinical Associate Professor

#### SCHEDULE APPOINTMENT

##### Contact

[Send an email](#)

[Call 208-885-6858](#)

##### Services

[VandalStar Faculty/Staff Directory](#)

##### Share Links

[Copy Profile Link](#)

[Copy Appointment Link](#)

##### About Kacy

I teach Introduction to Psychology (PSYC 101), Research in the Behavioral Sciences (PSYC 218), and Social Psychology (PSYC 320).

I am available for phone or Zoom meetings. For Phone: Include your phone number, and I will call you at the scheduled time. For Zoom: Join our meeting at the scheduled time using computer or mobile app (Meeting ID: 630-179-197; URL: <https://uidaho.zoom.us/j/630179197>).

## Step 2

### ↑ Schedule Appointment

What do you need help with?

#### Academic Advising

Academic Concern

Complete Withdrawal

Discuss Studying Abroad

Graduation/Degree Planning

New incoming student

Pre-registration

Registration / Class Schedule

Change Major/Major Exploration

Course Withdrawal

General Advising

Leaving UI/Taking Time Off

Other

Probation/Disqualification

Transfer Advising

#### General Appointment

Appointment

[CANCEL](#)

[CONTINUE](#)

## Step 3

### ↑ Schedule Appointment



**Kacy Pula**  
Clinical Associate Professor

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

07-13-2020 → 07-20-2020

Show: All session types

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Tue 7/14 4 available

9:00 am - 9:30 am  
Multiple appointment locations 30m

9:30 am - 10:00 am  
Multiple appointment locations 30m

11:00 am - 11:30 am  
Multiple appointment locations 30m

11:30 am - 12:00 pm  
Multiple appointment locations 30m

[BACK](#)

[CONTINUE](#)

## Step 4

**Schedule Appointment**

 **Kacy Pula**  
Clinical Associate Professor

Does this look correct?

Date and Time Tue 7/14 9:00 am – 9:30 am	Reason for Visit Appointment <a href="#">change</a>
Location <div style="border: 1px solid #ccc; padding: 2px;"><div style="border-bottom: 1px solid #ccc; padding: 2px;">Phone Meetings</div><div style="border-bottom: 1px solid #ccc; padding: 2px;">Phone Meetings</div><div style="padding: 2px;">Zoom Office Hours</div></div>	Course <a href="#">Add a course</a>

If you want, tell us a little bit about what's going on so we can help

[BACK](#) [CONFIRM](#)

### When “Schedule Appointment” Button is Not Available

Some faculty and staff don't currently use VandalStar scheduling to set up meetings with students. For these university employees, you will still find their email addresses or phone numbers in the VandalStar system.

### How to change or cancel an appointment

Scheduled (“Upcoming”) appointments are listed on your Dashboard (located in the main drop-down menu).

1. Click the edit icon to change the appointment or to cancel it

If you need to cancel a scheduled appointment, please be courteous and include the reason why you are cancelling and if you plan on rescheduling.

### Time Zones

Important! When scheduling VandalStar appointments with U of I faculty and staff, be sure your digital device, VandalStar account Profile, and Outlook Calendar are all set to your **current** time zone. This assures your VandalStar appointment time matches (syncs) with the U of I person you're scheduling with. To access the Time Zone settings for VandalStar, click the arrow by your name to expand the settings area, and click on your Profile. VandalStar automatically defaults to Pacific Time. But, if you're in Mountain Time or another time zone in the country, please change it. Go to your Profile (click main menu and your name)>Time Zone>Drop down arrow.

## Services Directory

VandalStar offers a one-stop place for you to find services and resources and that's the Services Directory. There are other faculty and staff as well as campus services that may not be listed directly under your My Success Network.

If you scroll down, you will see a section titled "Your Services." These are services that our VandalStar team highlights on a rotating basis to showcase resources available to students. Underneath these services there is a button that says, "Show Other Services". Click this tab to see a complete listing of services and resources available at U of I, including contact information for each service. You can also search for services or people on campus using the search bar located at the top of the page.

### Your Services

The screenshot shows a section titled "Your Services" with three service cards. Each card has a logo, a title, a description, and a "CALL" button. The "Ask VandalStar Support" card includes "SCHEDULE" and "CALL" buttons. A "SHOW OTHER SERVICES" button is located at the bottom of the section.

- Ask VandalStar Support**: Reach out to us if you have a question or need assistance with VandalStar. We're available to assist by email, phone, or Zoom. Key words online, distance, phone.
- Financial Aid (Student Financial Aid Services)**: Student Financial Aid Services is open weekdays to assist with your financial aid questions and needs. We're answering phones and staffing our front counter from 9:30 a.m. - 4:30 p.m. (if you visit in-person, we require you use a face covering and maintain 6 ft. social distancing). We do respond to emails from 7:30 a.m. - 4:30 p.m. If you would like to schedule a Zoom or virtual session, please email your request to our office. If we have requested documents from you, please go to...
- Vandal Food Pantry**: The Vandal Food Pantry is a food support resource available to all people. It aims to address this issue of food insecurity in the Moscow community by providing shelf safe food across the U of I campus. In response to COVID-19: The Vandal Food Pantry cabinets are no longer available to community members and students due to COVID-19 related safety standards. In order to keep food available for patrons, we will operate a curbside pick up from the Pitman Center alley way (between the Pitman Center and Greek Row). Meal bags will be...

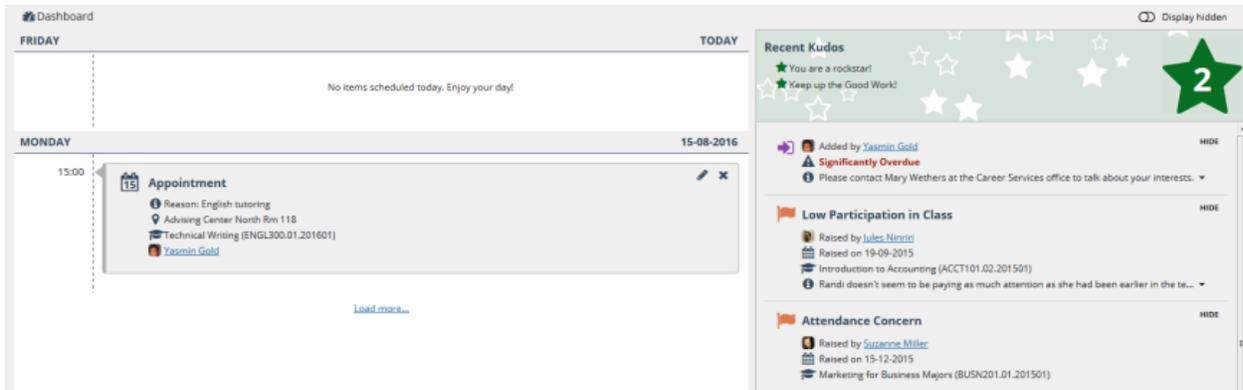
### Other Services

The screenshot shows a section titled "Other Services" with eight service cards. Each card has a logo, a title, a description, and a "CALL" button. The "Academic Coaching" card includes "SCHEDULE" and "CALL" buttons.

- Academic Coaching**: Academic Coaching will available through Zoom video conferencing, phone call, or other preferred distance mode of communication. Please schedule your appointment online through vandallstar.uidaho.edu or by calling the Vandal Success Center at 208-885-1021. Once your appointment has been confirmed, an Academic Coach will contact you with further instructions. Through one-on-one consultations, Academic Coaches work with students to develop College Success Strategies. Students who utilize individual consultations become empowered to...
- Academic Support Programs (ASP)**: Academic Support Programs (ASP) provides academic services to empower UI students in reaching their educational goals in a positive and supportive environment. Explore Tutoring & College Success for tutoring assistance, Supplemental Instruction, academic coaching, study skills classes or a study skills refresher workshop. If you're from a first-generation or limited-income family, a former foster youth, or have a disability that impacts you academically, visit Student Support Services. You'll find additional services...
- Access Distance Support Services**: To find services who offer distance support, use the search terms "online", "phone", or "distance" in the search bar above. For information specific to the COVID-19 situation, visit the linked website for the most recent information.
- American Language & Cultural Program (ALCP)**: The American Language & Culture Program (ALCP) is the University of Idaho's intensive English program. The ALCP offers English as a Second Language classes in-person and online, as well as linguistically diverse sections of English and Comm 101. Roughly three-quarters of the ALCP's students matriculate to the University of Idaho. Completion of the ALCP advanced level fulfills English requirements for full undergraduate admission as well as for most graduate programs. Key words...
- Associated Students University of Idaho (ASUI)**: ASUI is the University of Idaho's official student body government. Our mission is to represent the interests of all enrolled students to University of Idaho departments and administration, the Idaho State Board of Education, and the Idaho Legislature. In addition to providing funding to more than 200 student organizations, ASUI helps Vandals of all disciplines be engaged leaders to craft a brighter future for Idaho and beyond. Key words: concert, shows, comedy, entertainment, finals fest, movies...
- Career Services**: Your future is our mission. Career Services is still here to help, and our Career Advisors are available to meet with you through Zoom or over the phone. To schedule an appointment through VandalStar, select the Career Advisor in your Success Network, select Schedule Appointment, and follow the instructions to access your Zoom meeting link or to provide a number for your Career Advisor to call. All scheduled appointments will be set in Pacific Standard Time. Additionally, we are still hosting our drop-in hours weekdays from 11:00 AM – 1:00 PM PST...
- Center for Disability Access and Resources**: The Center for Disability Access and Resources (CDAR) has transitioned to all Zoom or phone appointments. Students can request appointments or call for information at 208-885-6307 or cdear@uidaho.edu. 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...
- Center for Volunteerism and Social Action**: Team Members: Social Action Team Alternative Service Break Team Local Service Team Vandal Food Pantry Team &nbsp;: Overview: The Center for Volunteerism & Social Action (CVSA) consists of 8 dedicated students and 1 Program Coordinator who work to connect students with local, regional, national and international communities. We do so through services and programs such as Alternative Service Breaks (ASB), the Vandal Food Pantry, Days of Service and various Social Action Programs...

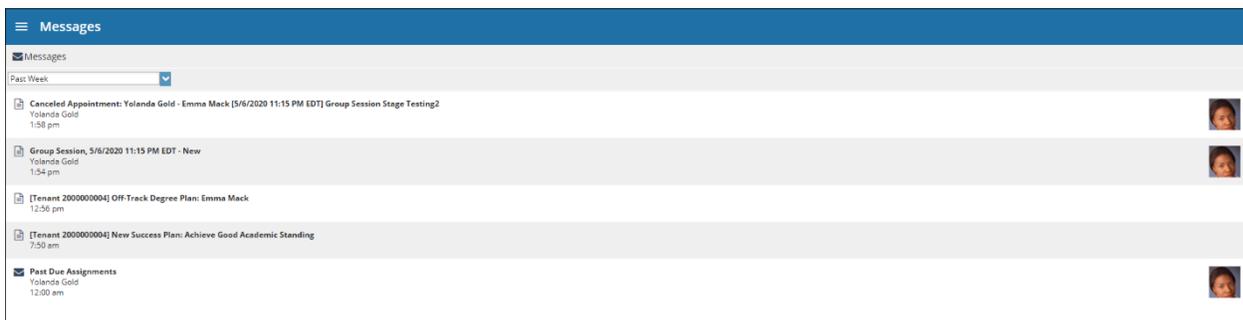
## Dashboard

The dashboard will be found in the drop-down menu located on the upper left-hand side of your home screen. It displays upcoming appointments and date-based tasks to help keep your week organized. When you need to edit an appointment, click on the pencil icon to make the needed updates. The right-hand column of your dashboard highlights items that require your attention. This may include alerts related to class work, orange flags, or green kudos stars (which we will cover more in the flag section below on page 8).



## Messages

Messages is an archive of emails you've received for appointments, flags, and kudos. It allows you to read previous emails sent to you from instructors, advisors, and others.



## **Flags**

### **Why are orange flags on my account?**

A flag is an alert or a prompt that needs your attention and may require you to take action in seeking resources, talking to professors and/or advisors or taking care of a task. Alerts can be “system” raised or manually added to your account by staff or faculty if they have academic concerns about your progress and want to help. They will all appear as orange flags on your dashboard. To see how flags will appear, please review the Dashboard section above on page 7.

There are several different reasons why you might see an orange flag or alert on your account. Academic issues such as missing or late assignments, if you are in danger of failing, for a D and/or F Early Warning Grade/Progress Survey (instructor assessments that happen 5 weeks into the term); and for a midterm grade D and/or F. You may even see a flag for attendance or for a general concern a faculty or staff member has about your class involvement. Pay attention to these flags to help stay on track in your classes.

## **Kudos**

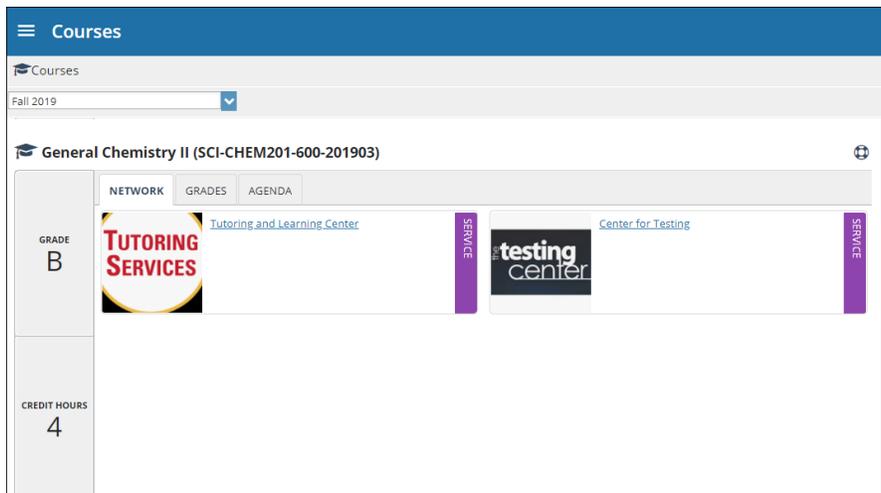
Kudos are found in on your VandalStar dashboard. To see how kudos will appear, please review the Dashboard Section on page 7.

Kudos are notes from staff or faculty of praise or recognition. It’s like a pat-on-the-back or a high five. They show up as green stars on your dashboard. They are given for showing improvement, outstanding academic performance, starting the semester well, giving good class effort, etc.

## **Courses**

The Courses tab is in the drop-down menu at the top left corner of your VandalStar account. This tab shows you the current class schedule you have, as well as the option to look at previous semester courses you’ve taken. There are a few reasons why this tab is helpful.

1. It shows your network of instructors involved in each course and how to contact them. You can view your midterm grades posted next to your courses. At the end of the semester, you will see your final grades posted to your courses as well. This tab acts as a quick archive or reference for both current and previous grades.



## Raise Your Hand

This feature alerts faculty and staff that you need help. If you ask for help, an instructor or staff member will respond to any question or concern you may have. The Vandal Community will be there to support and guide you to any other service you may need quickly! This is located under the main drop-down menu found in the upper left-hand corner.

 A screenshot of the "Raise Your Hand" form. The form is titled "Need assistance with something?" and includes a brief introduction and a note: "Please note: messages received are not monitored 24 hours per day and VandalStar should not be used for emergencies." The form has three main sections:
 

- Type of help needed:** A dropdown menu with the placeholder text "Select the type of help needed".
- Course:** A text input field with a lock icon on the right.
- Details:** A large text area for providing more information.

 At the bottom of the form, there are two buttons: "CANCEL" on the left and "SUBMIT" on the right.

Steps to Request Help (see above image for reference)

1. Navigate to the Raise Your Hand Tab and click on it.
2. A prompt box will be located on your screen to fill out – asking you to choose the help you need, the course (if applicable), and then a field to add more specifics.
3. Click “Submit” button once you’ve filled out the information and then a faculty or staff member will contact you soon, usually by email.

## **Tips & Perks**

VandalStar offers students lots of options to stay connected with the U of I community and to stay on top of their schedules. You'll find VandalStar has this perks!

- Easy-to-use
- Convenient
- Mobile friendly
- 24/7 connectivity
- Daily updates

### VandalStar is Secure, Protected and Confidential

Your personal information is protected under FERPA. This means that only your Key Connections (Success Network) have access to your information. Your personal and academic information is confidential and not accessible except to those employees who are serving you as a student. This ensures that your personal information is safe on the VandalStar system.

## **Technical Help**

The VandalStar Technical Team can provide training, troubleshoot technical issues, and answer quick questions. The team is always interested in hearing student feedback on how to make VandalStar better as well. Please contact us anytime!

### **Follow this direct link to VandalStar**

[Vandalstar.uidaho.edu](http://Vandalstar.uidaho.edu)

### **For direct contact with the VandalStar Technical Team**

Hours: Monday-Friday 8-5pm

Phone: (208)-885-8787

Email: [Vandalstar@uidaho.edu](mailto:Vandalstar@uidaho.edu)

VandalStar Coordinator: Lisa Ormond