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

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

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

Step 2

Step 3
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

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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.

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

For direct contact with the VandalStar Technical Team

Hours: Monday-Friday 8-5pm
Phone: (208)-885-8787
Email: Vandalstar@uidaho.edu
VandalStar Coordinator: Lisa Ormond