

# Navigating Your Menu

July 2022

# Objectives

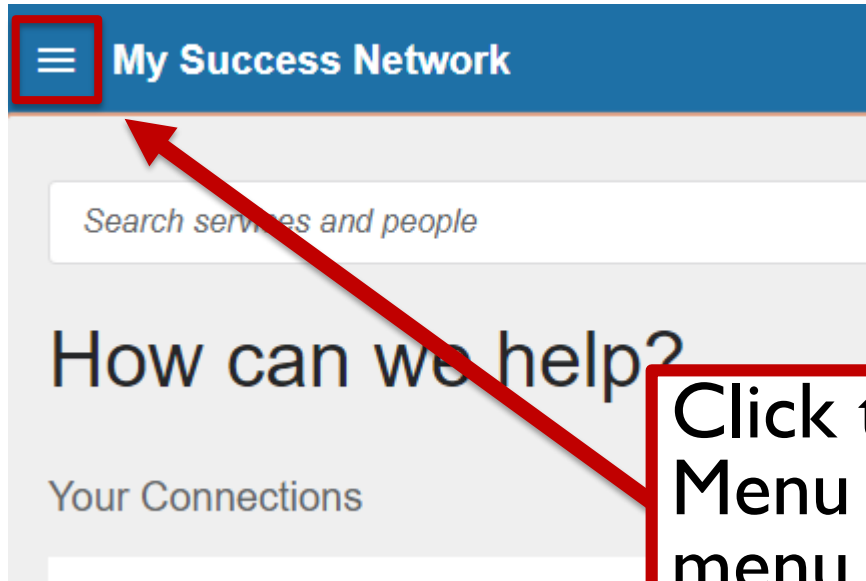
By the end of this session, you will be able to...

- Navigate through the Main Menu in Starfish



# Key Points


- Use the Main Menu to navigate through Starfish's main features
- Some features such as Degree Planner, Success Plan, and Raise Your Hand are currently under construction.




# How do I access the Main Menu?







Click the top left Main Menu icon to access the menu.



Your Name 

-  Dashboard
-  My Success Network
-  Upcoming

-  Messages
-  Degree Planner
-  Success Plans
-  Raise Your Hand

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This is your Main Menu!  
Let's go through each  
item on the list.



Your Name



Dashboard



My Success Network



Upcoming



Messages



Degree Planner



Success Plans



Raise Your Hand

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Logging in, the first page you will see is My Success Network.

# My Success Network


## My Success Network

**i** Summer/Fall Term enrollment starts for current students: May 9  
First day of instruction for Summer Term: July 5  
[Check ctclink](#) for your personal enrollment date.


Search services and people

## How can we help?

### Your Connections

 **Advisor Name**  
Advisor

...

 **Faculty Name**  
Faculty

### Your Services

SHOW OTHER SERVICES

My Success Network is where you can **contact** and schedule **online appointments** with your professors, your advisor, and other relevant student services staff.

# My Success Network

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Search services and people

## How can we help?

### Your Connections



**Advisor Name**  
Advisor



**Faculty Name**  
Faculty

### Your Services

SHOW OTHER SERVICES

Click on any name to be brought to the person's profile page.



# Show Other Services

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Search services and people

### How can we help?

#### Your Connections



Advisor Name  
Advisor

#### Your Services

SHOW OTHER SERVICES

You can find Services and Resources available at Pierce by clicking the Show Other Services button.

# Search bar


☰ My Success Network

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Search services and people

How can we help?

Your Connections

 **Advisor Name**  
Advisor

Your Services

SHOW OTHER SERVICES

You can also Search for Services using the search bar at the top of the page.

# Services at Pierce

## My Success Network

### Your Services

### Other Services



#### ADS (Access and Disability Services) - FS

Access and Disability Services offers support for students with permanent or temporary disabilities. Here you can find support for academic adjustments and services, as well as assistive technology and learning strategies. Hours Fall - Spring M-Th: 8:00 AM – 5:00 PM F: 8:00 AM – 3:00 PM Summer Quarter: M-Th: 8:00 AM – 5:00 PM F: 8:00 AM – 12:00 PM

[CALL](#)



#### ADS (Access and Disability Services) - JBLM

Access and Disability Services offers support for students with permanent or temporary disabilities. Here you can find support



#### ADS (Access and Disability Services) - PY

Access and Disability Services offers support for students with permanent or temporary disabilities. Here you can find support



#### Advising at the Student Success Center - PY

Advisors help students clarify and achieve their educational goals. Our Student Success Coaches serve as the initial advisor for many new students and can assist with the selection of a career pathway and development of a personalized educational plan. Faculty Counselor Advisors teach a portion of each COLLG 110 class, but primarily advise and work with students on matters


After clicking “Show Other Services,” you will be able to see all of the services available to you. Each service may have repeats, as it may be located at multiple locations such as Fort Steilacoom (FS), Puyallup (PY), or Joint Base Lewis McChord (JBLM).

# Click on a Service Name

My Success Network

Your Services


Other Services



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[CALL](#) ⋮



### ADS (Access and Disability Services) - JBLM

Access and Disability Services offers support for students with permanent or temporary disabilities. Here you can find support for academic adjustments and services, as well as assistive technology and learning strategies. Hours Fall - Spring Quarters: M-Th: 8:00 AM – 5:00 PM F: 8:00 AM – 3:00 PM Summer Quarter: M-Th: 8:00 AM – 5:00 PM F: 8:00 AM – 12:00 PM


[CALL](#) ⋮



### ADS (Access and Disability Services) - FTL


Access and Disability Services offers support for students with permanent or temporary disabilities. Here you can find support for academic adjustments and services, as well as assistive technology and learning strategies. Hours Fall - Spring Quarters: M-Th: 8:00 AM – 5:00 PM F: 8:00 AM – 3:00 PM Summer Quarter: M-Th: 8:00 AM – 5:00 PM F: 8:00 AM – 12:00 PM

[CALL](#) ⋮




### Advising at the Student Success Center - PY

Advisors help students clarify and achieve their educational goals. Our Student Success Coaches serve as the initial advisor for many new students and can assist with the selection of a career pathway and development of a personalized educational plan. Faculty Counselor Advisors teach a portion of each COLLG 110 class, but primarily advise and work with students on matters



### Advising at the Welcome Center - FS

Advisors help students clarify and achieve their educational goals. Our Student Success Coaches serve as the initial advisor for many new students and can assist with the selection of a career pathway and development of a personalized educational plan. Faculty Counselor Advisors teach a portion of each COLLG 110 class, but primarily advise and work with students on matters related to academic difficulties, transferring to a four-year



### Advising - JBLM - FTL

Advisors help students clarify and achieve their educational goals. Assistance includes educational planning, transcript evaluations, transfer guidance, program of study approval, policies and procedures clarification, service referrals, and other support services. Hours M: 9:00 AM – 1:00 PM Tu-Th: 9:00 AM – 3:30 PM F: 9:00 AM – 12:00 PM

Click on a Service Name to view the Service Profile.

# Service Profile

↑ Service Profile

🔍 Search for Students



## ADS (Access and Disability Services) - FS

### Contact

[Send an email](#)

[Call 253-964-6468](#)

[Visit website](#)

### Location

FS - CAS Welcome Center

### Team Members

### Overview

Access and Disability Services offers support for students with permanent or temporary disabilities. Here you can find support for academic adjustments and services, as well as assistive technology and learning strategies.

### Hours

Fall - Spring Quarters:

M-Th: 8:00 AM – 5:00 PM

F: 8:00 AM – 3:00 PM

Summer Quarter:

M-Th: 8:00 AM – 5:00 PM

F: 8:00 AM – 12:00 PM

The service profile will show you a description of the service, contact information, location, and hours of operation.



Your Name



Dashboard



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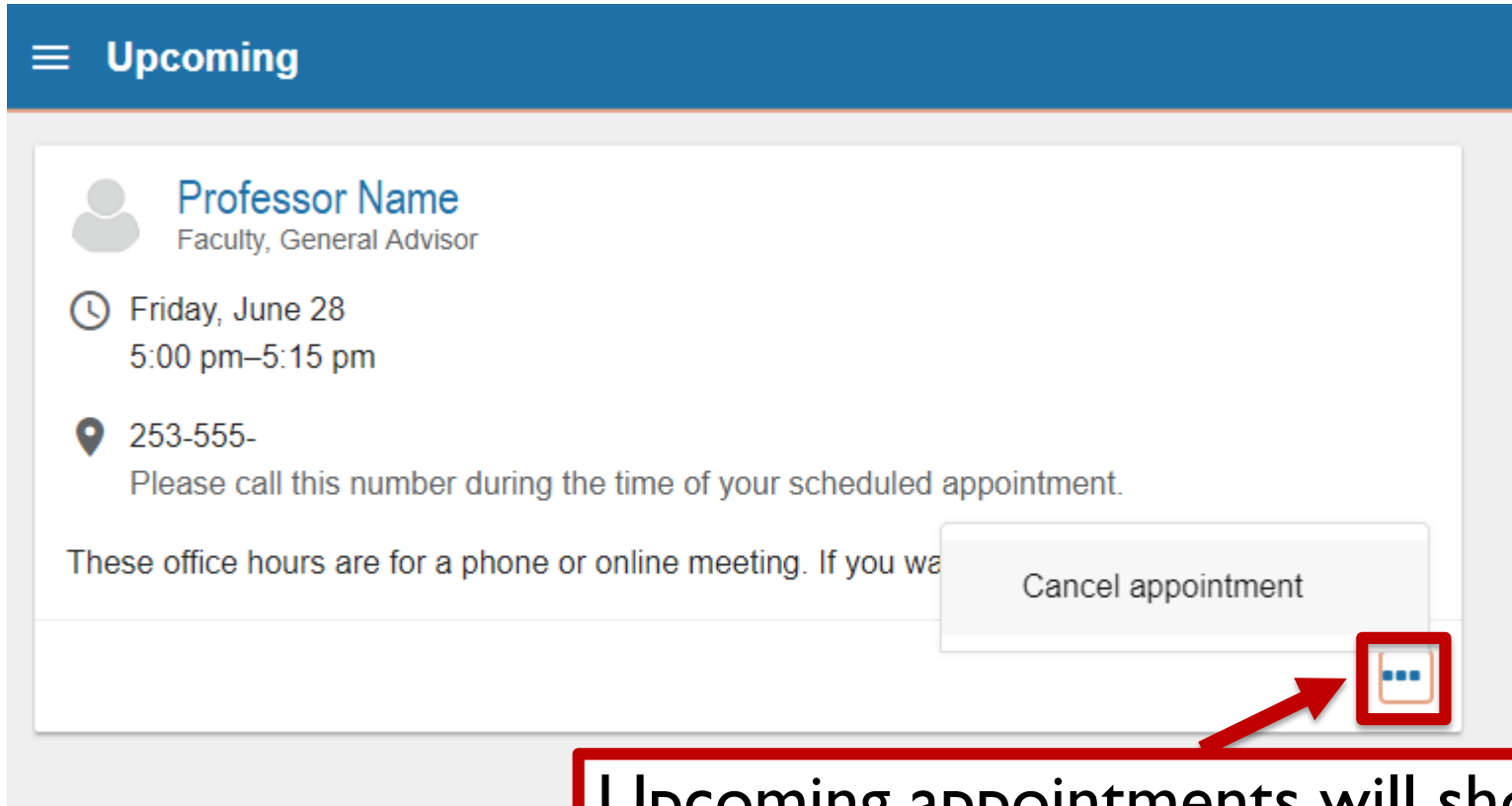
Raise Your Hand

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You can see upcoming appointments and meetings in the Upcoming tab.


# Upcoming



☰ Upcoming


 **Professor Name**  
Faculty, General Advisor

 Friday, June 28  
5:00 pm–5:15 pm

 253-555-  
Please call this number during the time of your scheduled appointment.

These office hours are for a phone or online meeting. If you wa

Cancel appointment



Upcoming appointments will show in the Upcoming page. You can cancel appointments by clicking the “...” and clicking Cancel Appointment.



Your Name



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Your Dashboard shows an overview of all activity happening for you.



# Dashboard

☰ Starfish

Dashboard

☑ Display hidden items

WEDNESDAY

TODAY

No items scheduled today. Enjoy your day!

## Recent Kudos

★ Outstanding Academic Performance



FRIDAY

06-28-2019

5:00 pm



### Appointment



**i** Reason: My Class - Questions about an assignment  
**📍** 253-555-  
**👤** [Professor Name](#)

[Load more...](#)

Upcoming meetings  
show on the left.

## General Academic Concern

HIDE

**👤** Raised by [Professor Name](#)

**📅** Raised Today

**🎓** Course Name

**i** I'm concerned about your progress in my course. Please see me so that we can talk about ways you can make up the first two assignments and prepare for the midterm.

# Dashboard

☰ Starfish

Dashboard

☑ Display hidden items

WEDNESDAY

TODAY

No items scheduled today. Enjoy your day!

## Recent Kudos

★ Outstanding Academic Performance



FRIDAY

06-28-2019

5:00 pm

Concerns will appear on the right.



## General Academic Concern

HIDE

👤 Raised by [Professor Name](#)

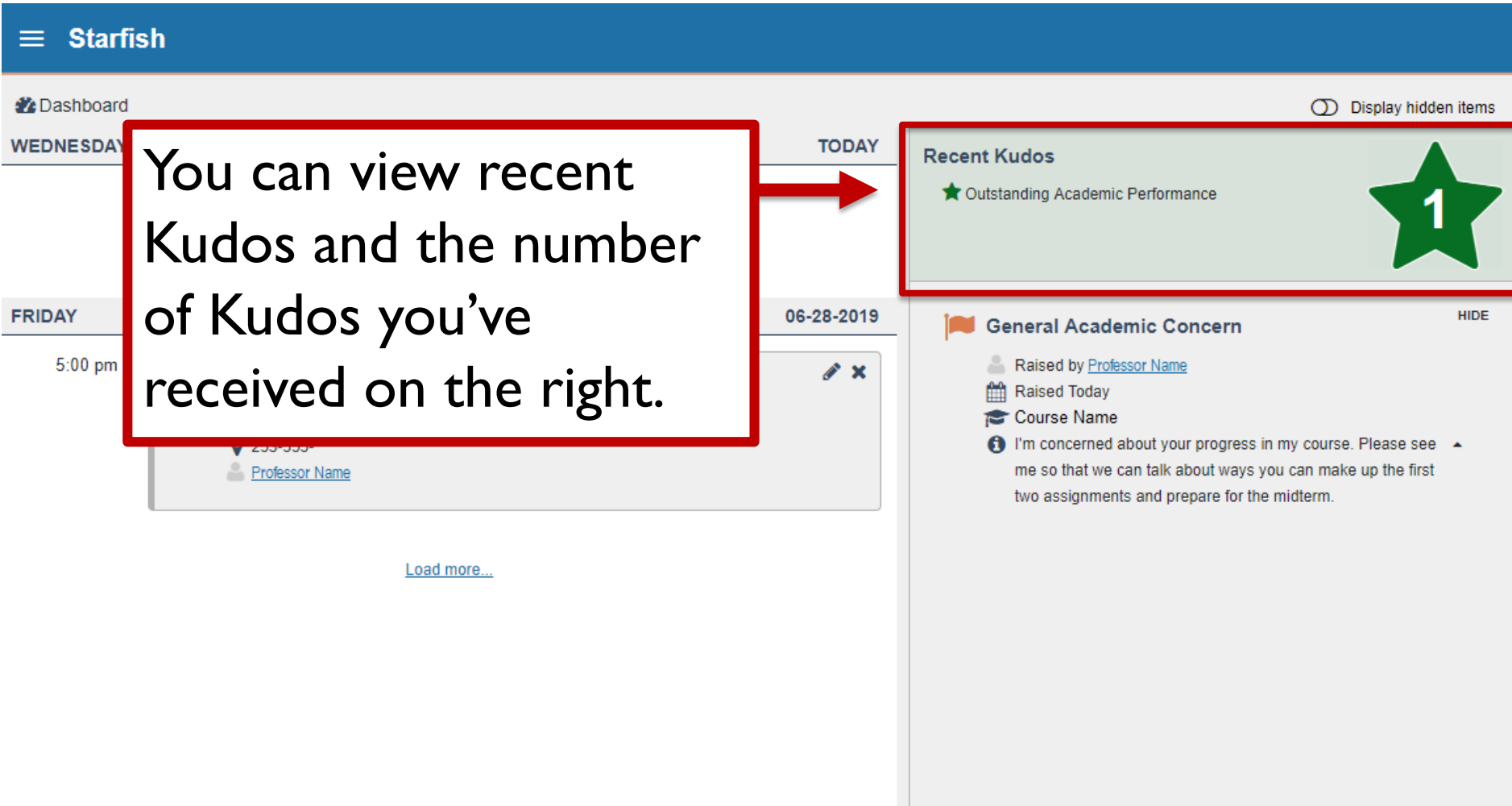
📅 Raised Today

🎓 Course Name

📄 I'm concerned about your progress in my course. Please see me so that we can talk about ways you can make up the first two assignments and prepare for the midterm.

[Load more...](#)

# Dashboard



The screenshot shows the Starfish dashboard interface. At the top left, there is a blue header with the Starfish logo and a hamburger menu icon. Below the header, the word 'Starfish' is displayed. The main content area is divided into sections. On the left, there is a calendar view showing 'WEDNESDAY' and 'FRIDAY' with a time slot of '5:00 pm'. A red-bordered box with a white background and black text is overlaid on the left side, containing the text: 'You can view recent Kudos and the number of Kudos you've received on the right.' A red arrow points from this box to the 'Recent Kudos' section on the right. The 'Recent Kudos' section is highlighted with a red border and contains a green star with the number '1' inside, next to the text 'Outstanding Academic Performance'. Below this, there is a 'General Academic Concern' section with a red flag icon and the text 'General Academic Concern'. The concern text reads: 'I'm concerned about your progress in my course. Please see me so that we can talk about ways you can make up the first two assignments and prepare for the midterm.' The date '06-28-2019' is visible in the middle of the dashboard. At the bottom of the dashboard, there is a 'Load more...' link.

Starfish

Dashboard

WEDNESDAY

FRIDAY

5:00 pm

233-999

Professor Name

Load more...

TODAY

06-28-2019

Recent Kudos

★ Outstanding Academic Performance

1

General Academic Concern

RAISED

Raised by [Professor Name](#)

Raised Today

Course Name

I'm concerned about your progress in my course. Please see me so that we can talk about ways you can make up the first two assignments and prepare for the midterm.



Your Name



Dashboard



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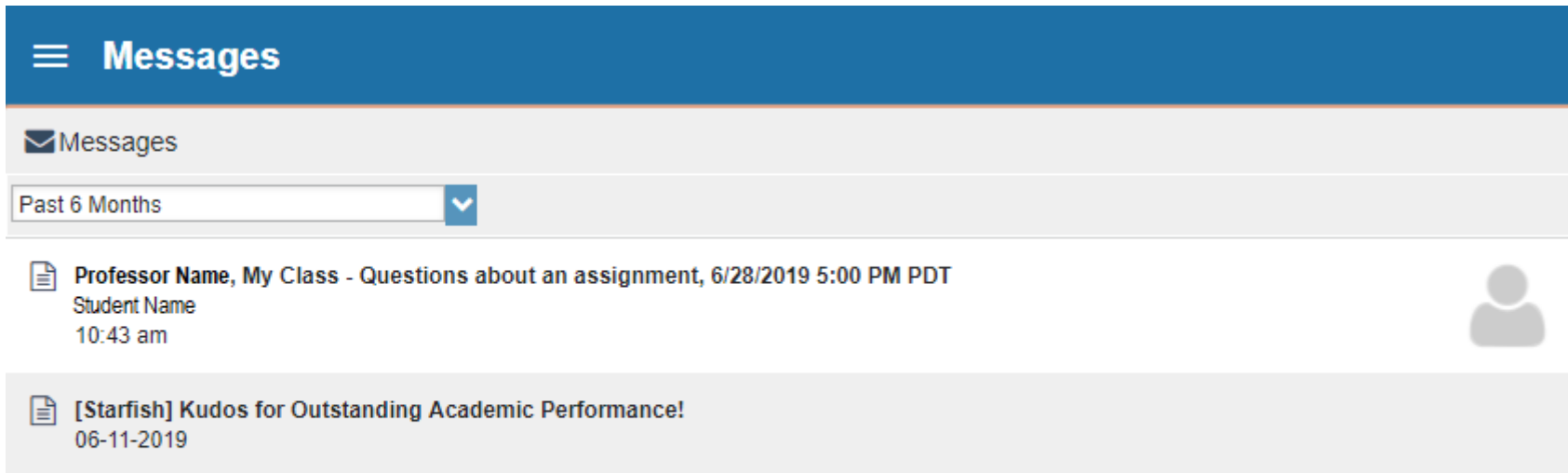
Raise Your Hand

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The Messages page archives all the messages that Starfish sends to your Pierce email.

# Messages



The screenshot shows a messages interface with a blue header bar containing a hamburger menu icon and the word "Messages". Below the header is a grey bar with an envelope icon and the word "Messages". A dropdown menu is set to "Past 6 Months". The message list contains two items: one from a professor about an assignment dated 6/28/2019 5:00 PM PDT, and another from Starfish giving kudos for academic performance dated 06-11-2019. A grey person icon is visible on the right side of the first message.

Messages may include notifications about appointments, kudos, or concerns.



Your Name



Dashboard



My Success Network



Upcoming



Messages



Degree Planner



Success Plans



Raise Your Hand

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Degree Planner allows you to create or edit your educational plan!

You can view your progress toward completion!

## My Plans

My Business (DTA/MRP) Plan

Active



Business (DTA/MRP) Catalog Year 2021

Updated: Jul. 15, 2022, 4:08 PM

In Progress

0 of 90 credits completed




+ Create New Plan

View your Active Degree Plan or create a new one!




Student Name





 My Success Network


 Upcoming


 Dashboard

 Messages

 Degree Planner

 Success Plans

 **Courses**

 Raise Your Hand

You can view the courses you are currently taking in the Courses tab.



# Courses


☰ Courses

Courses

Spring 2019


**COURSE NAME**

NETWORK AGENDA

 Professor Name  
253-555-  
[Email@pierce.ct.edu](mailto:Email@pierce.ct.edu)  
[Schedule Appointment](#)


INSTRUCTOR

CREDIT HOURS  
5

 1  
★ Outstanding Academic Pe...

**COURSE NAME**

NETWORK

 Professor Name  
253-555-  
[Email@pierce.ct.edu](mailto:Email@pierce.ct.edu)  
Online scheduling not available

INSTRUCTOR

CREDIT HOURS  
0

You can view the courses you are taking and the professor's contact information in the Courses tab.



Your Name



Dashboard



My Success Network



Upcoming



Messages



Degree Planner



Success Plans



Raise Your Hand

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Raise Your Hand allows you to get connected with other resources at Pierce when you are unsure who can help you with a question you have.

# Need assistance with something?

## Raise Your Hand

Raise your hand is a feature in Starfish that allows you to request assistance. This feature will automatically notify the right people at Pierce who can assist you with your specific concerns.

### Raise Your Hand form:

Fill out this form with your questions, concerns, or requests.

#### \* Type of help needed

Select the type of help needed

I have a disability and need support

Select this option if you would like to access our disability services here at Pierce. An Access and Disabilities staff member will be notified and will reach out to assist you.

I have a question or concern

Select this option if you have a question or concern. Write your questions and concerns in the comments box below.

I need help with the transition to online

Select this option if you would like assistance with the transition to an online environment. Type in your

Raise Your Hand will provide you with information for helpful resources at Pierce and allows you to ask questions directly to Starfish team.

# That's it!

- Now that we've gone through the Main Menu, you should be able to navigate through Starfish with ease!

# Need help?

If you have questions or feedback about Starfish, please email [StarfishTeam@pierce.ctc.edu](mailto:StarfishTeam@pierce.ctc.edu).

Thanks!

Student Success Technology Specialist

[StarfishTeam@pierce.ctc.edu](mailto:StarfishTeam@pierce.ctc.edu)