

# Flexible Learning - Starfish

## Profile Set Up

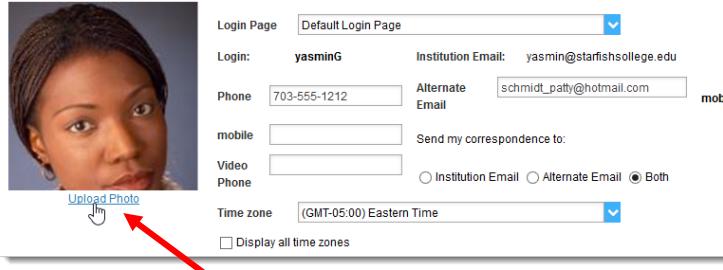
All of your students will be able to locate your contact information within their Success Network and email you directly from the Starfish system.

To get started, follow the steps below:

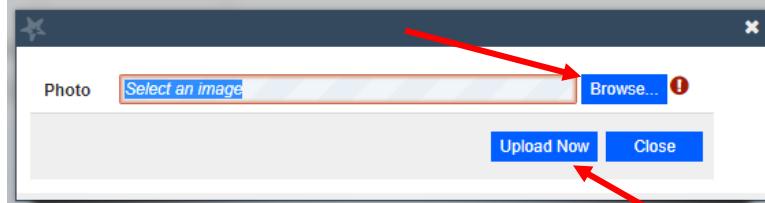
1. Click the drop-down arrow next to your name at the top right-hand side of your home page and select **Institutional Profile**.



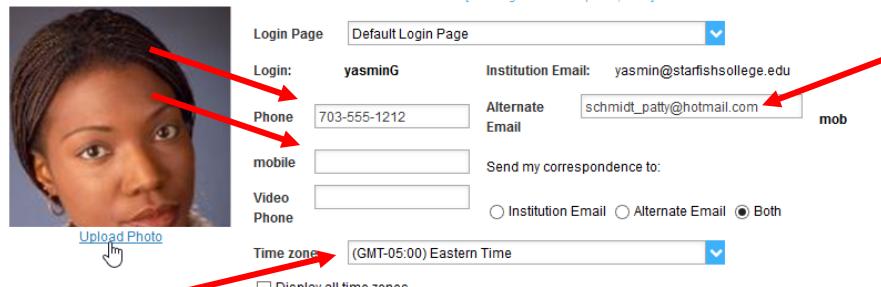
2. Help students put a face to your name by clicking the **Upload Photo** link beneath photo placeholder.



3. Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.



4. Complete the phone, mobile and alternate email (if applicable) information as your preferences for students to get in touch with you.



5. Double check that the **Time zone** selected matches your time zone. This time zone will be used when including appointment times in emails from Starfish.

6. Add information to the **General Overview** and **My Biography** sections to let students know a bit more about you.

**NOTE:** This information will appear to students who can make appointments with you in Starfish.

7. Click the **Submit** button at the top or bottom right-hand corner of the page to save your changes.

#### General Overview

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

I teach English Composition and Creative Writing and am also an advisor. Please feel free to stop by or schedule a meeting during my posted office hours. When you sign up for your meeting, be sure to select the reason that best describes what you'd like to talk about. I can help you think through topic choices and outlines and help connect you to reference materials particular to your chosen subject. I can also help you decide which English courses are the best options to meet your degree requirements and career aspirations.

#### 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 came to Excellent University in 2011. My research and teaching interests include twentieth-century and contemporary American literature and documentary film and the use of historical fiction as a teaching support in elementary education. In my free time I work with several local organizations focused on promoting literacy and creative writing for youth. I completed my undergraduate studies at Indiana University of Pennsylvania, and my graduate and doctorate degrees from George Mason University in Virginia.

**Submit**