Student Guide to Starfish at Northwest Technical College

Starfish is a connection tool Northwest Technical College is using to support student academic success. Starfish enables instructors to give praise or raise concerns regarding your academic performance within a course. Called “kudos” and “flags”, these notifications are sent to your NTC email account and can be viewed on your Starfish home page. Starfish also provides students a way to request help, and students can schedule appointments online with faculty and staff who have made online scheduling available.

<table>
<thead>
<tr>
<th>Kudos</th>
<th>Academic Difficulty Flags</th>
<th>Attendance Related Flags</th>
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</thead>
<tbody>
<tr>
<td>Keep Up the Good Work</td>
<td>Low Quiz/Test Scores</td>
<td>Attendance Concern</td>
</tr>
<tr>
<td>Outstanding Academic Performance</td>
<td>Missing/Late Assignments</td>
<td>Never Attended Class</td>
</tr>
<tr>
<td>Showing Improvement</td>
<td>Academic Performance Concern</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Danger of Failing</td>
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</tbody>
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NOT all instructors will be using Starfish. You may have several instructors who do NOT raise flags/kudos. Not receiving a Starfish notification does NOT indicate good/poor academic performance. It is your responsibility to know how you are doing in all of your courses. You should speak with your instructor if you are unsure of your academic status in the course.

How To Access Starfish

1. Log into MyNTC
2. Select Starfish from the drop-down menu under your name
3. Log into Starfish using your starid@

First Things First – Set Up Your Profile

- Click your name in the top right corner of your Home Page to open your Profile
- Have Starfish email messages sent to your mobile phone
- Enter your Cell Phone number
- Confirm the Time Zone is set to Central Time
- Set your Appointment Reminders
- Click Submit to save your updates

Making an Appointment is Easy

Click the Schedule Appointment link below the contact information for the desired person or service My Success Network or Courses and sign up for a time to meet.

What to do if you receive a Flag?

Don’t Panic! Starfish flags are intended to help you succeed at NTC. Read the email you receive and follow the suggested steps to take, which may include:
- Talk to your Instructor
- Talk to your Academic Advisor
- Utilize Tutoring Services
- Revise/Improve Study Habits
- Turn your assignments in on time
- Attend all Classes

Your Starfish Home Page

Shows upcoming appointments made through Starfish and kudos or flags you have received.

See messages sent to you in Starfish.

Lists your instructors, advisor and others available to help you, and allows you to make an appointment.

Provides a quick way to ask for help.

Request help in your current courses or schedule an appointment with your instructor.

NTC Cares About Your Success!

Have Questions or Need Help? Email starfish@ntcmn.edu

More information is available online at: myNTC – Academic Resources