Welcome to WARRIORFish

OBJECTIVE: Student Success
ALL FACULTY AND STAFF WITH ACCESS TO STUDENT ACADEMIC AND/OR PERSONAL RECORDS (ELECTRONIC OR PAPER-BASED) ARE RESPONSIBLE UNDER FERPA TO PROTECT THE PRIVACY OF THESE RECORDS AND USE RECORD INFORMATION ONLY FOR LEGITIMATE EDUCATIONAL OR STUDENT SUPPORT PURPOSES

ESU Supports Students Success
OVERVIEW

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HOW TO LOG IN TO WARRIORFISH

- **WARRIORFish Log In Page** or from the ESU Homepage
  [www.esu.edu](http://www.esu.edu) click on the WFish Tab

Use your single sign-on credentials (Your User Name and Password).
Setting Up Your Profile

Click on Edit Profile

Mary Amador

Edit Profile

Appointment Preferences

Notifications

Logout
Setting Up Your Profile

Update all areas of your profile and click **SAVE CHANGES**
SETTING UP YOUR PROFILE

Appointment Preferences to change appointment settings, connect your warriorFish calendar to your outlook calendar, and add one or multiple office locations for students to see. Click Save Changes to save
Setting Up Your Profile

The last tab is **Notifications**. Here you can customize notifications and set appointment reminders. Then, click **Save Changes**. You can alter your preferences anytime.
Adding Office Hours

To add office hours, return to the menu and click Appointments.
Adding Office Hours

Here you will be able to see your WARRIORFish calendar. Next, click on the Week view, and then click the Add Office Hours button.
Adding Office Hours

When you click on “Add Office Hours”, this window will appear. Here, you can customize your office hours to fit your needs.

Options include differentiating between walk-in hours and scheduled appointments, length of appointment you will take during your office hours (appointment type restricts which students can make an appointment during the scheduled time).

**Remember to click submit when you are finished!**
Adding Office Hours

Once you have added your office hours, your calendar will look something like this. Note that Monday have spaces to add appointments, as they are scheduled hours, and the Tuesday hours are set to be drop-in office hours.
Editing and Canceling Office Hours

To edit or cancel your office hours, hover over the clock icon on an office hour block.
Editing and Canceling Office Hours

This window will appear. Click Edit in the bottom left to make changes to this time block. To cancel, click the Cancel button to either cancel all office hours in that series, or just once. This will also prompt you to send an email to all students who may have an appointment with you to notify them of the change.

You also have the option to reschedule by selecting the Drop In Button.
Raising Flags and Kudos

Flags and Kudos are a way for you to let the students you are connected to know how they are doing. To do this, click on Students from the main menu. On this page, you can see all of your students based on your Connection to them, such as your academic advisees or students in a specific course.
Raising Flags and Kudos

Next, select each student you want to raise an item for by clicking the **check box** next to their name.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talia Pazienza</td>
<td><a href="mailto:Tpazienza@live.esu.edu">Tpazienza@live.esu.edu</a></td>
<td>610 657-6500</td>
</tr>
<tr>
<td>Joe Warrior</td>
<td><a href="mailto:Jwarrior@live.esu.edu">Jwarrior@live.esu.edu</a></td>
<td>570 422-2800</td>
</tr>
<tr>
<td>Cannoli Rosario</td>
<td><a href="mailto:Crosario2@live.esu.edu">Crosario2@live.esu.edu</a></td>
<td>800 867-5309</td>
</tr>
</tbody>
</table>
Raising Flags and Kudos

Next, click the Add Flag 🚫 or Add Kudos ⭐ button.
Raising a Flag

There are several flags built in Wfish. Flags are typically for students who are underperforming, or attendance concern. Students who receive any of these flags should be hearing from their academic advisor.

Student support roles on campus, like academic advisors and Assistant Deans, can see flags and kudos.

Please note that students receive a general message when a flag is raised that includes your comments. In your comments, feel free to provide students with action items to help them get back on track when raising the flag.
Raising Kudos

Like flags, there are several types of kudos to choose from.

Students will also get an email notification when you give them kudos.
Filtering Flags

To manage which flags and kudos you see, you can sort these by your connection to students. To begin, click on Students from the main menu. Next, select the Tracking tab and Connection. From here, you can change which students’ flags/kudos are visible by the role (i.e. connection) you have with those students (e.g. Academic Advisor, Instructor, etc.)
Resolving Flags

Resolving a flag makes the flag disappear in Wfish – this is good to do once the concern which prompted the flag creation is no longer pertinent. In the Tracking tab, click the box next to the student whose flag you want to remove. This creates a checkmark in that box. Lastly, select Resolve.
Making Notes

First, find the student you wish to make a note for by finding them in your student list (as you did for flags and kudos), or by using the search bar in the upper right-hand corner. You can search by first name, last name, or student ID number.
Making Notes

Alternatively, you can find a student and open their profile to make a note by viewing your appointments calendar. Click the student’s name and their profile will appear.
Making Notes

This will bring you to the student’s profile. To create the note, click the **Note** button in the upper left-hand corner of the window.
Making Notes

The window to the left will appear. You will first be asked to select the type of note, which can be seen below.

**Note Type**
- Advising Note: Used by advisors to document notes and comments related to academic advising.
- *Disclosable under FERPA*
- General Note: General note pertaining to the student.
- *Disclosable under FERPA*
- Holland Code: For use in DAEL Office
- Myers Briggs: For use in DAEL Office
- Office of Multicultural Affairs: For use in OMA
- *Disclosable under FERPA*
- Registrar and Enrollment Services: For use in Enrollment Service/Registrar's Office
- Student Organization/Club Note

**Note Permissions:** A note type must be selected to determine the sharing permissions for this note.

**Note Sharing**
- Shared
- Private

**Required fields**
- Never Mind
- Submit

**Note:**
- Date: 03-20-2023
- Subject
- Note
- Send copy of note to yourself
- Send copy of note to student
Making Notes

You can then fill in the rest of the fields. You may choose to click Send a copy of the note to student and they will receive the content of the note via ESU email. Click Submit when you are done.
Making Notes

To view notes you or other staff have created, go to Home screen and put student's ID number or name in the search bar. Once on their profile you will click their Notes tab on left sidebar.
Making Notes

To view the content of all notes, click the + button under Type and the message will open. Click – button to close.

Note: You also have an option to Edit or Delete a note. Should the note have been made in error.
Making Notes

• Different roles on campus have different permissions to see a variety of notes

• Certain intra-office notes are only visible by the offices that raise them (e.g. Office of Accessible Services Individualized for Students (OASIS), etc.)

• You may make notes that are viewable by you only through selecting the Private option at the base of the note.
Notes Do’s and Don’ts

**Do put:** Academic information that reveals a student’s academic and career direction

- Ex: Joe Warrior is planning to switch his major from undeclared to Business Management with a possible minor in Marketing.
- Joe interested in internship opportunities and more information on Career Development
- Joe is struggling with BIO 101. Referred to Tutoring Services.

**Do NOT put:** Personal information, behavioral information, and summary judgements that reveals a student’s academic and career direction

- Ex: Joe Warrior is not a good fit for the Business Management Program
- Joe has not purchased any textbooks for class, Joe stated that his family can not afford it. May not be the right time for Joe to attend ESU
- Joe has broken up with his girlfriend and seeing a mental health counselor at Pocono Medical
Direct Links

If you head back to Edit Profile in the main menu, you will see a section below your basic info about “Share Links”.

This section allows you to send someone a direct link to either your Wfish profile or your appointment calendar.

**The first link directs students directly to the scheduler for them to make appointments with you.**

**The second link directs students to your WARRIORFish profile.**

![Image of WARRIORfish interface](image-url)
Sharing Direct Links

Your two direct links can be shared with anyone you choose. Want to share it in an email of students? Copy and paste the link just like you would any other URL. Or, add a hyperlink to text in your email. To do this, draft your email. Then, highlight the words you want to add a hyperlink too. Next, click the Insert Link button.

Hi Joe,

Please click the link below to schedule an appointment via WARRIORFish.

https://esu.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/4259/schedule

Note: You must have a connection to the student and this feature enabled in your profile.
Sharing Direct Links

You can customize the link with specific text in your email. Click Link Icon.

In Text to Display section enter ex: Schedule Appointment.

Then, paste the direct link you want to share in the Web Address section. Click OK, and you’ll be all set!