

**Welcome to WARRIORFish**

**OBJECTIVE: Student Success**

# FERPA

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

Logging in – slide 4

Profile Set-up – slides 5-8

Office Hours and Appointments – slides 9-14

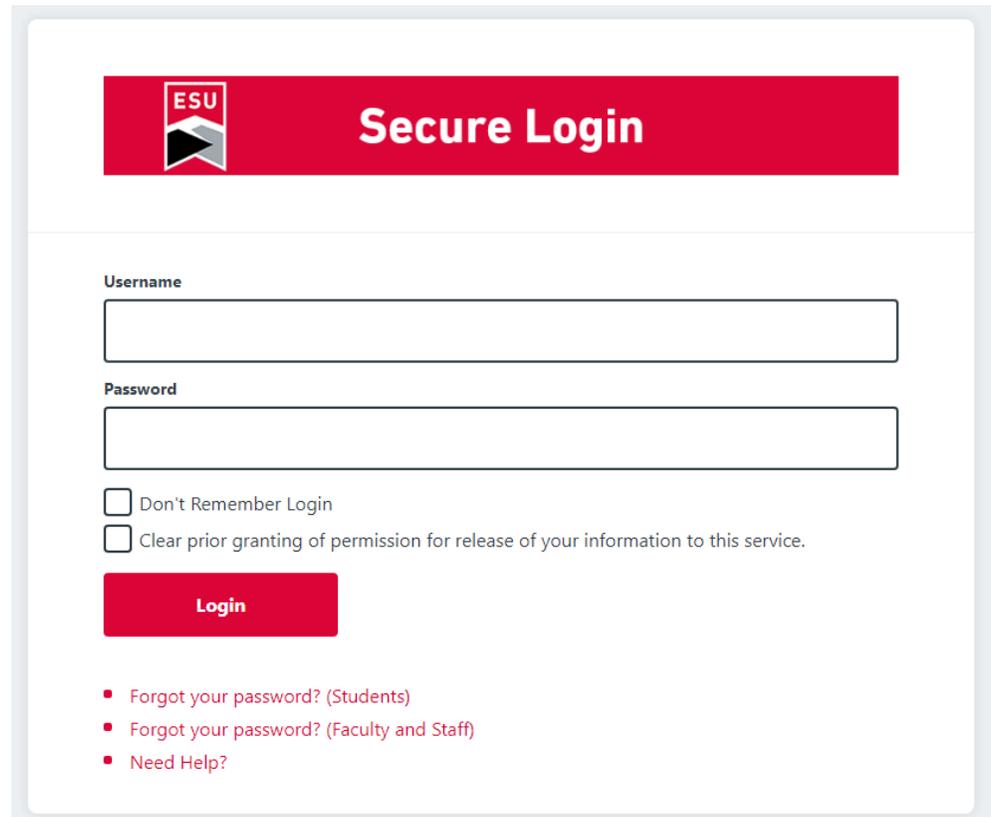
Flags and Kudos – slides 15-21

Notes – slides 22-30

Direct Links - 31-33

# 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).



The screenshot shows the ESU Secure Login page. At the top, there is a red banner with the ESU logo on the left and the text "Secure Login" in white. Below the banner, there are two input fields: "Username" and "Password". Under the "Password" field, there are two checkboxes: "Don't Remember Login" and "Clear prior granting of permission for release of your information to this service.". Below the checkboxes is a red "Login" button. At the bottom of the page, there are three links: "Forgot your password? (Students)", "Forgot your password? (Faculty and Staff)", and "Need Help?".

**ESU** Secure Login

Username

Password

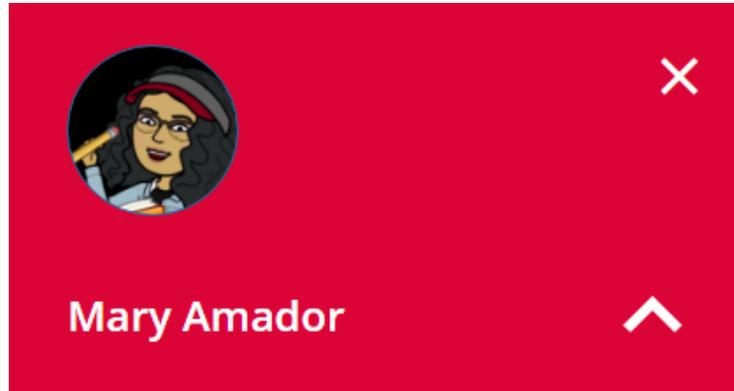
Don't Remember Login  
 Clear prior granting of permission for release of your information to this service.

**Login**

- [Forgot your password? \(Students\)](#)
- [Forgot your password? \(Faculty and Staff\)](#)
- [Need Help?](#)

# Setting Up Your Profile

Click on Edit Profile



**Edit Profile**

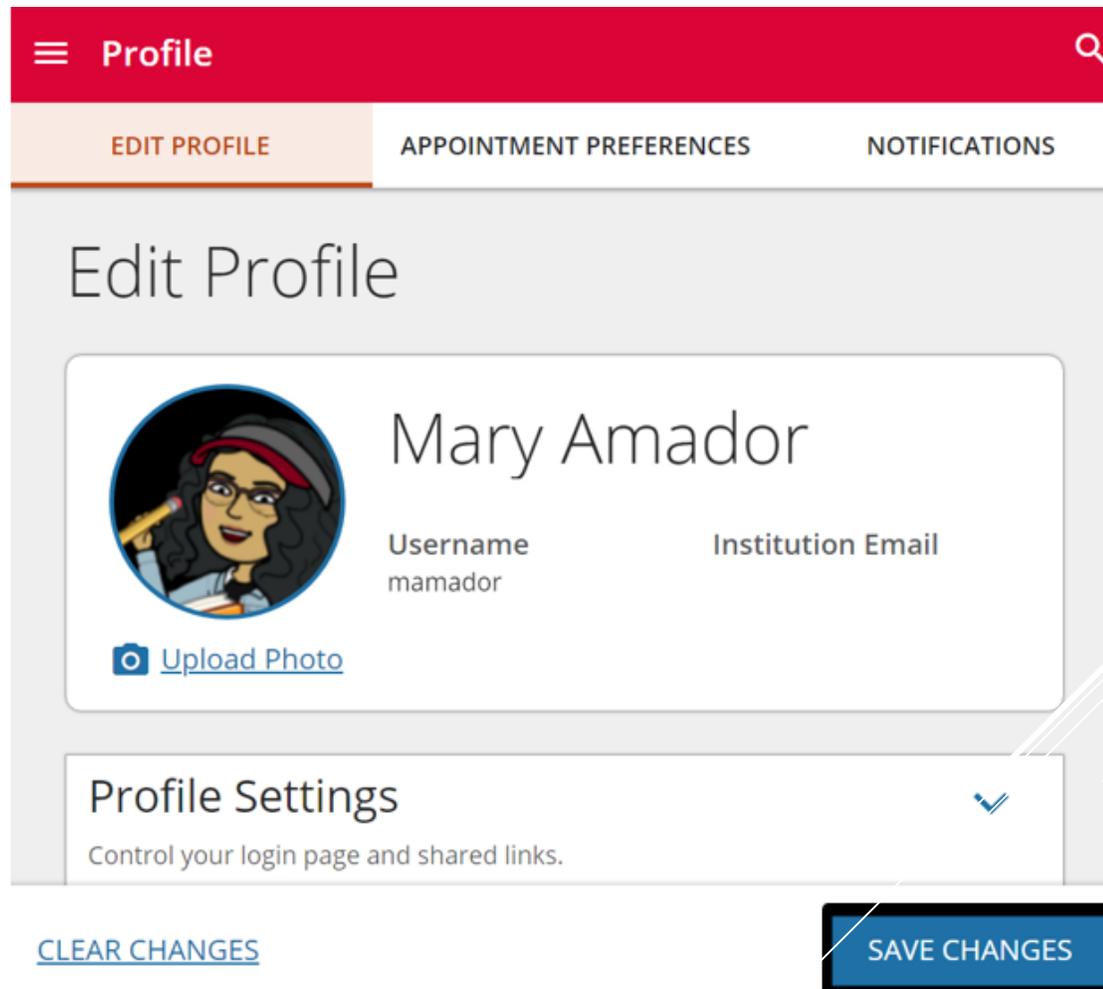
Appointment Preferences

Notifications

Logout

# Setting Up Your Profile

Update all areas of your profile and click **SAVE CHANGES**



The screenshot shows a web interface for editing a user profile. At the top, there is a red navigation bar with a hamburger menu icon, the word "Profile", and a search icon. Below this is a light gray navigation bar with three tabs: "EDIT PROFILE" (which is highlighted with an orange underline), "APPOINTMENT PREFERENCES", and "NOTIFICATIONS". The main content area is titled "Edit Profile" and contains a white card with a profile picture of a woman with glasses and a red headband. To the right of the photo, the name "Mary Amador" is displayed. Below the name, there are two fields: "Username" with the value "mamador" and "Institution Email". Below the photo is a camera icon and the text "Upload Photo". Below the profile card is a "Profile Settings" section with a checkmark icon and the text "Control your login page and shared links.". At the bottom of the page, there are two buttons: "CLEAR CHANGES" (a blue link) and "SAVE CHANGES" (a blue button with a black border).

# 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**

WARRIORfish Search for Students

EDIT PROFILE APPOINTMENT PREFERENCES NOTIFICATIONS

## Appointment Preferences

Customize your appointment default settings, add locations, and designate calendar managers.

### Office Hour Defaults

Customize appointment scheduling settings.

**Minimum Appointment Length**  
15 minutes

**Scheduling Deadline**  
Set a deadline for students to schedule appointments prior to the start of your office hours.

No Deadline

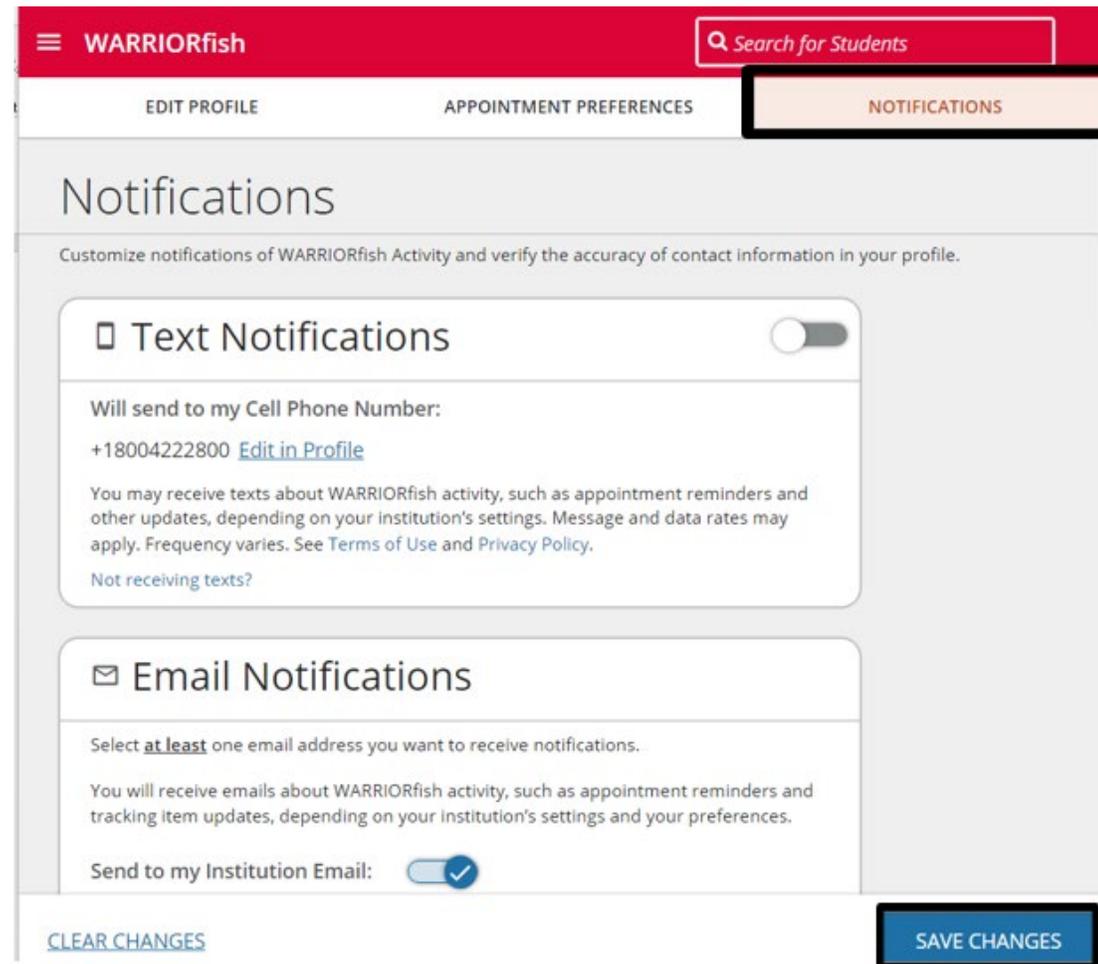
The day **before** the office hours at:  
5:00 pm

The day **of** the office hours at:  
9:00 am

[CLEAR CHANGES](#) [SAVE CHANGES](#)

# 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.



The screenshot shows the WARRIORfish user interface. At the top, there is a red header with the WARRIORfish logo and a search bar labeled "Search for Students". Below the header are three tabs: "EDIT PROFILE", "APPOINTMENT PREFERENCES", and "NOTIFICATIONS", with the "NOTIFICATIONS" tab highlighted. The main content area is titled "Notifications" and includes a sub-header: "Customize notifications of WARRIORfish Activity and verify the accuracy of contact information in your profile." There are two main sections: "Text Notifications" and "Email Notifications". The "Text Notifications" section has a toggle switch that is currently turned off. Below it, it says "Will send to my Cell Phone Number:" followed by the number "+18004222800" and a link "Edit in Profile". A paragraph of text explains that users may receive texts about WARRIORfish activity, such as appointment reminders and other updates, depending on the institution's settings. It also mentions that message and data rates may apply and frequency varies, with a link to "Terms of Use and Privacy Policy". There is a link "Not receiving texts?". The "Email Notifications" section has a toggle switch that is currently turned on. Below it, it says "Send to my Institution Email:" followed by a checkmark icon. A paragraph of text explains that users will receive emails about WARRIORfish activity, such as appointment reminders and tracking item updates, depending on the institution's settings and their preferences. At the bottom of the page, there are two buttons: "CLEAR CHANGES" and "SAVE CHANGES".

WARRIORfish

Search for Students

EDIT PROFILE APPOINTMENT PREFERENCES NOTIFICATIONS

## Notifications

Customize notifications of WARRIORfish Activity and verify the accuracy of contact information in your profile.

Text Notifications

Will send to my Cell Phone Number:  
+18004222800 [Edit in Profile](#)

You may receive texts about WARRIORfish activity, such as appointment reminders and other updates, depending on your institution's settings. Message and data rates may apply. Frequency varies. See [Terms of Use](#) and [Privacy Policy](#).

[Not receiving texts?](#)

Email Notifications

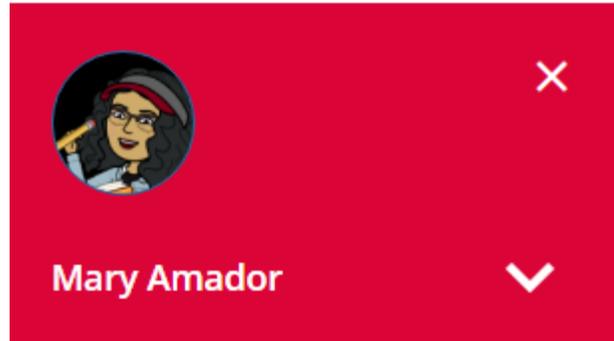
Select **at least** one email address you want to receive notifications.

You will receive emails about WARRIORfish activity, such as appointment reminders and tracking item updates, depending on your institution's settings and your preferences.

Send to my Institution Email:

[CLEAR CHANGES](#) [SAVE CHANGES](#)

# Adding Office Hours



To add office hours, return to the menu and click [Appointments](#)

 Home

 Appointments 

 Students 

 My Success Network

 Upcoming

# 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.

The screenshot shows the WARRIORfish interface. At the top, there is a red header with the WARRIORfish logo and a search bar labeled "Search for Students". Below the header, there are four buttons: "Office Hours" (highlighted with a black box), "Appointment", "Group Session", and "Event". To the left of the main calendar is a monthly calendar for March 2023, with the 16th highlighted. Below the monthly calendar is a "Today" button. The main calendar is in "Week" view (also highlighted with a black box) and shows a time scale from 8:00 am to 9:00 am for the dates 03-12-2023 to 03-18-2023. The "Office Hours" button is highlighted with a black box.

Time Scale	Monday,	Tuesday,	Wednesday,	Thursday,	Friday, March
8:00 am					
:15					
:30					
:45					
9:00 am					
:15					

# 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!**

The screenshot shows a web form titled "Add Office Hours" with a "Never Mind" button and a "Submit" button in the top right corner. The form contains several sections:

- Title:** A text input field containing "Office Hours".
- What day(s)?** A dropdown menu set to "Weekly" and "Repeats every" set to "1" week(s). Below this are radio buttons for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun.
- What time?** Two text input fields labeled "Enter Start Time" and "Enter End Time" with "to" between them.
- Where?** A checked checkbox for "Science and Technology Bldg, 2nd Floor Room 243".
- Office hours Type:** A dropdown menu set to "Scheduled And Drop-Ins" with a help icon. Below it is the text "Take either scheduled appointments or drop-ins".
- How long?** Two dropdown menus, both set to "15 minutes", labeled "minimum appointment length" and "maximum appointment length".
- Appointment Types:** A section titled "Select the types of meetings you will have in these office hours." with a grid of checkboxes for: Academic Advising, Career Advising, Extended Learning, Library, Personal, Special Projects, Student Events, Athletics, Department of Academic Success, General Assistance, PDS Appointment, Programs & Initiatives, Student Employment, and Tutoring.

At the bottom, there are two tabs: "Instructions" and "Start/End Date". Below the tabs is a text area with the text "These will be sent to anyone who makes an appointment." and a "Required fields" label. The "Submit" button is at the bottom right.

# Adding Office Hours

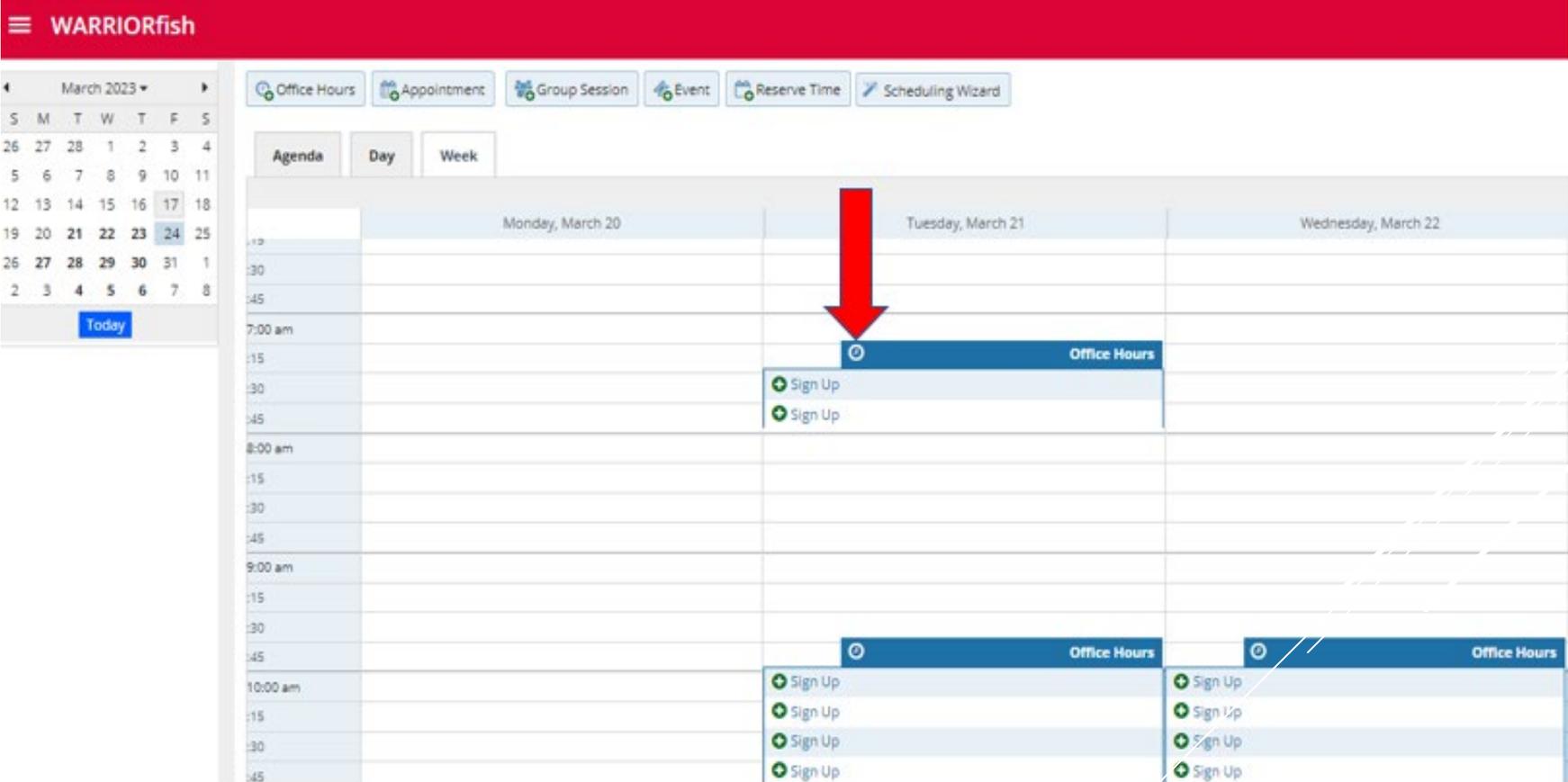
Once you have added your office hours, your calendar will look something like this. Note that Monday have spaces to add appointments, as they are scheduled hours, and the Tuesday hours are set to be drop-in office hours.

The screenshot displays the WARRIORfish calendar interface. At the top, there is a red header with the logo and navigation icons for Office Hours, Appointment, Group Session, Event, Reserve Time, and Scheduling Wizard. Below the header, a calendar grid for March 2023 is shown, with the 24th highlighted as 'Today'. The main view is a weekly agenda for Monday, Tuesday, and Wednesday, March 20-22. The time slots range from 7:00 am to 10:00 am. On Tuesday, March 21, there is a blue 'Office Hours' block from 7:15 am to 8:00 am, with a 'Sign Up' button below it. On Wednesday, March 22, there are 'Office Hours' blocks from 9:45 am to 10:00 am.

	Monday, March 20	Tuesday, March 21	Wednesday, March 22
7:00 am			
7:15		Office Hours	
7:30		Sign Up	
7:45		Sign Up	
8:00 am			
8:15			
8:30			
8:45			
9:00 am			
9:15			
9:30			
9:45			
10:00 am		Office Hours	Office Hours

# Editing and Canceling Office Hours

To edit or cancel your office hours, hover over the clock  icon on an office hour block.

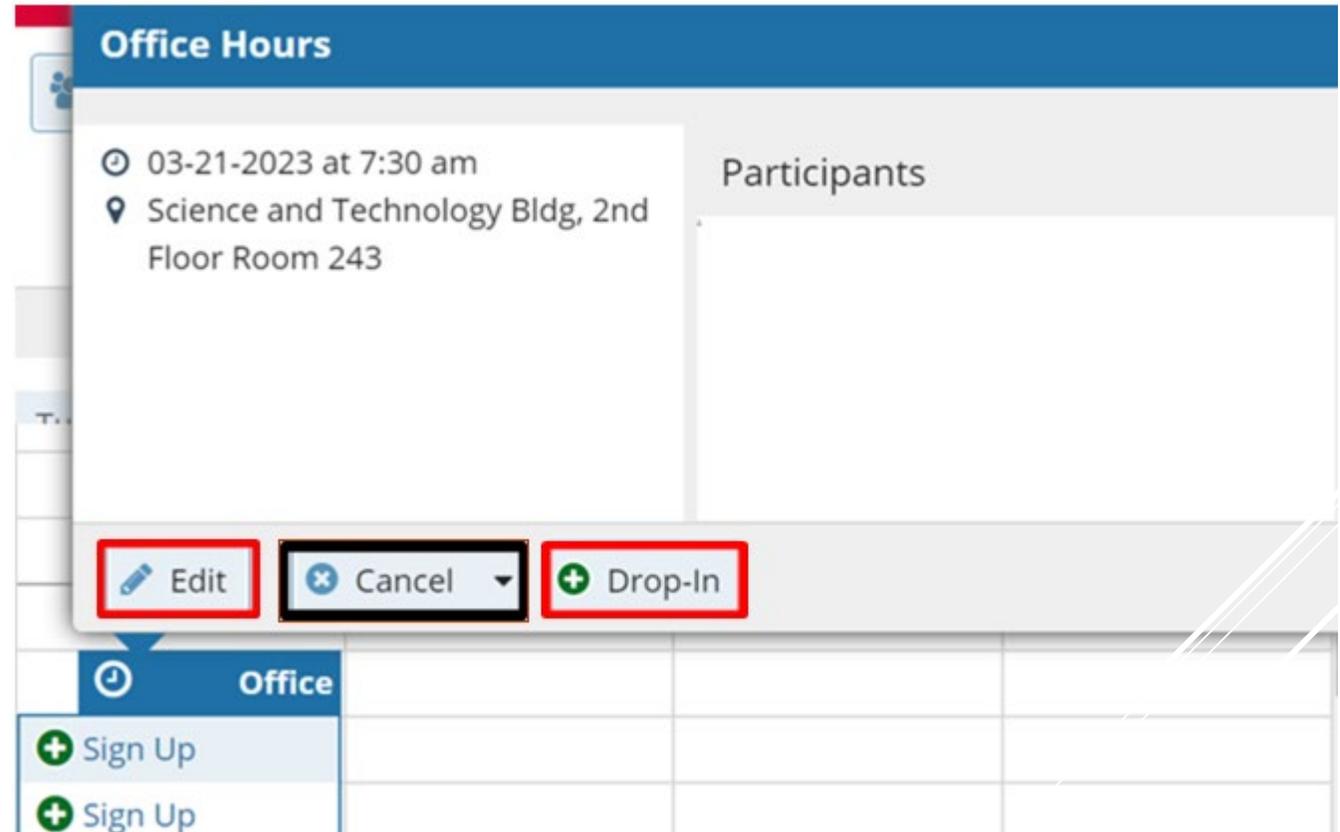


The screenshot displays the WARRIORfish scheduling interface. At the top, there is a red header with the WARRIORfish logo and a navigation menu with options: Office Hours, Appointment, Group Session, Event, Reserve Time, and Scheduling Wizard. Below the header, there are tabs for Agenda, Day, and Week. The main area shows a calendar grid for March 2023, with a 'Today' button. The grid is divided into columns for Monday, March 20; Tuesday, March 21; and Wednesday, March 22. The time slots range from 7:00 am to 10:00 am. Office hours blocks are shown as blue bars with a clock icon. A red arrow points to the clock icon on the Tuesday, March 21 block, indicating the action to edit or cancel the office hours.

# Editing and Canceling Office Hours

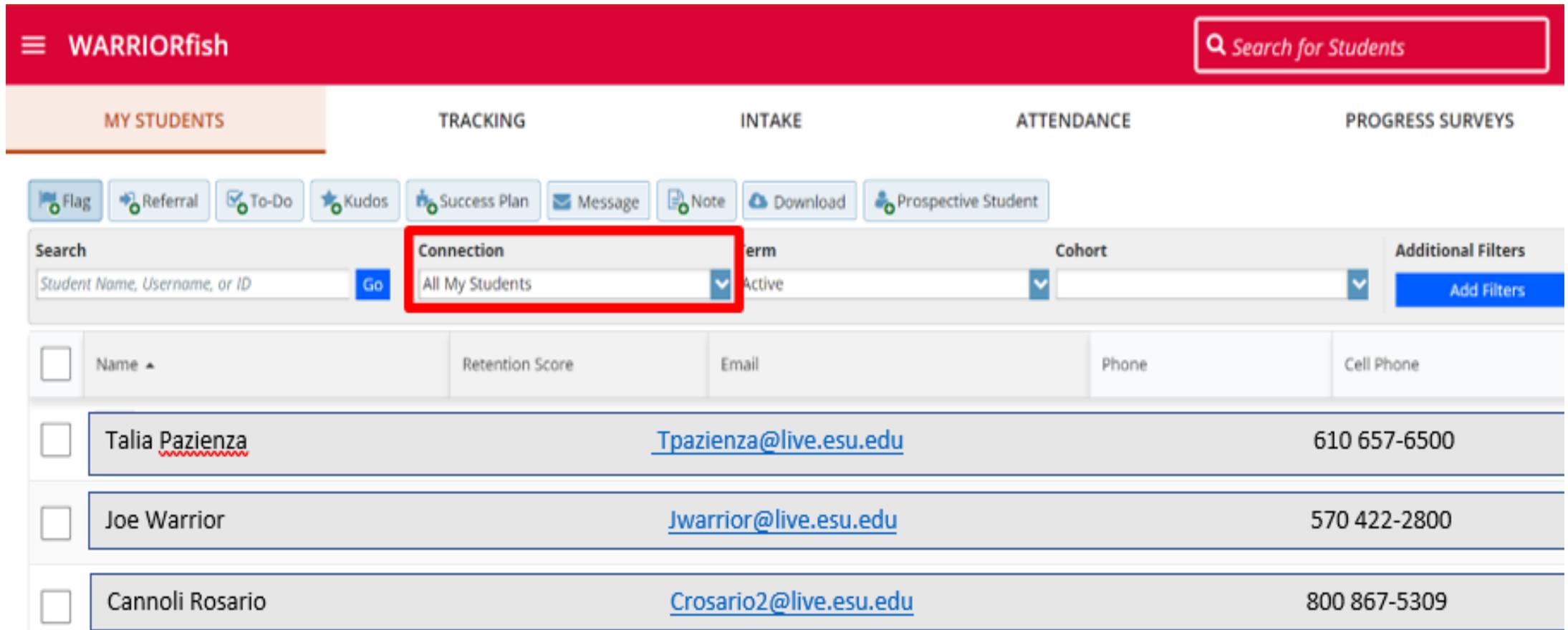
This window will appear. Click Edit in the bottom left to make changes to this time block. To cancel, click the Cancel button to either cancel all office hours in that series, or just once. This will also prompt you to send an email to all students who may have an appointment with you to notify them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



The screenshot shows the WARRIORfish interface. At the top, there is a red navigation bar with the WARRIORfish logo and a search bar labeled "Search for Students". Below this is a horizontal menu with tabs for "MY STUDENTS", "TRACKING", "INTAKE", "ATTENDANCE", and "PROGRESS SURVEYS". The "MY STUDENTS" tab is selected. Below the tabs is a row of action buttons: Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, Download, and Prospective Student. Below the buttons is a search and filter section. The search bar is labeled "Search" and contains the text "Student Name, Username, or ID". To the right of the search bar is a "Go" button. Below the search bar is a dropdown menu labeled "Connection" with "All My Students" selected. To the right of the "Connection" dropdown are dropdown menus for "Term" (set to "Active") and "Cohort". To the right of these dropdowns is an "Additional Filters" button with "Add Filters" text. Below the search and filter section is a table of students. The table has columns for "Name", "Retention Score", "Email", "Phone", and "Cell Phone". The table contains three rows of student data.

<input type="checkbox"/>	Name ▲	Retention Score	Email	Phone	Cell Phone
<input type="checkbox"/>	Talia Pazienza		<a href="mailto:Tpazienza@live.esu.edu">Tpazienza@live.esu.edu</a>		610 657-6500
<input type="checkbox"/>	Joe Warrior		<a href="mailto:Jwarrior@live.esu.edu">Jwarrior@live.esu.edu</a>		570 422-2800
<input type="checkbox"/>	Cannoli Rosario		<a href="mailto:Crosario2@live.esu.edu">Crosario2@live.esu.edu</a>		800 867-5309

# Raising Flags and Kudos

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

WARRIORfish

MY STUDENTS TRACKING INTAKE ATTENDANCE PROGRESS SURVEYS

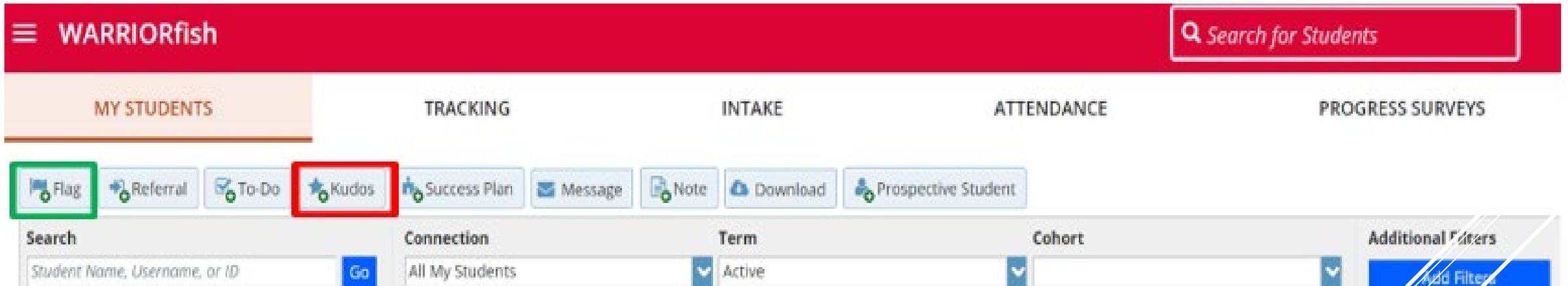
Flag Referral To-Do Kudos Success Plan Message Note Download Prospective Student

Search: Student Name, Username, or ID  Connection: All My Students Term: Active Cohort:

<input type="checkbox"/>	Name	Retention Score	Email	Phone	Cell Phone
<input type="checkbox"/>	Talia Pazienza		<a href="mailto:Tpazienza@live.esu.edu">Tpazienza@live.esu.edu</a>		610 657-6500
<input checked="" type="checkbox"/>	Joe Warrior		<a href="mailto:Jwarrior@live.esu.edu">Jwarrior@live.esu.edu</a>		570 422-2800
<input type="checkbox"/>	Cannoli Rosario		<a href="mailto:Crosario2@live.esu.edu">Crosario2@live.esu.edu</a>		800 867-5309

# Raising Flags and Kudos

Next, click the Add Flag  or Add Kudos  button.



The screenshot displays the WARRIORfish interface. At the top, there is a red header bar with the WARRIORfish logo on the left and a search bar labeled "Search for Students" on the right. Below the header, there are five navigation tabs: "MY STUDENTS" (highlighted in orange), "TRACKING", "INTAKE", "ATTENDANCE", and "PROGRESS SURVEYS". Under the "MY STUDENTS" tab, a row of action buttons is visible: "Flag" (highlighted with a green box), "Referral", "To-Do", "Kudos" (highlighted with a red box), "Success Plan", "Message", "Note", "Download", and "Prospective Student". Below the buttons, there is a filter section with four columns: "Search" (with a text input field and a "Go" button), "Connection" (with a dropdown menu set to "All My Students"), "Term" (with a dropdown menu set to "Active"), and "Cohort" (with a dropdown menu). To the right of the filter section is an "Additional Filters" 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.

**Raise Flag for Warrior, Joe** Never Mind Save

\* **Flag**

**Course Context**

**Comment**

- Attendance Concern**  
Raise this when a student isn't attending class regularly.
- In Danger of Failing**  
Raise this when a student is in danger of failing a course.
- Low Midterm grade**  
Use if the student received a low midterm grade- They will receive notification of the low exam grade along with a list of resources that are available to them to help boost their grade.
- Never Attended (roster verification)**  
Use if student never attended class, Used with the roster verification survey

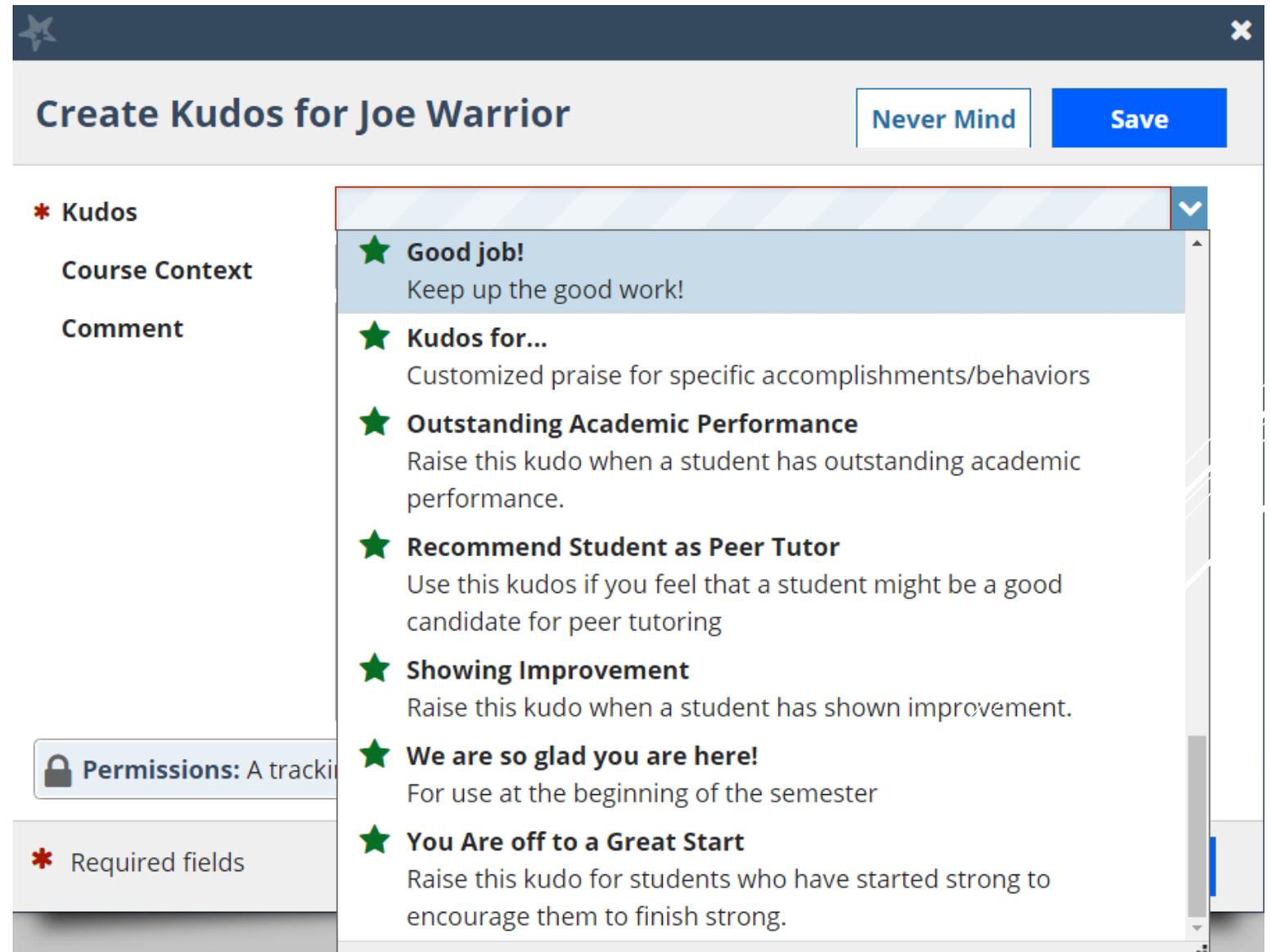
**Permissions:** A tracking item must be selected to determine the sharing permissions

\* Required fields Never Mind Save

# 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.



The screenshot shows a web interface for creating kudos for a student named Joe Warrior. The title bar reads "Create Kudos for Joe Warrior" and includes "Never Mind" and "Save" buttons. On the left, there are input fields for "Kudos", "Course Context", and "Comment". A dropdown menu is open, displaying several kudos options, each with a green star icon and a brief description. At the bottom left, there is a "Permissions: A tracking" section and a "Required fields" indicator.

**\* Kudos**

Course Context

Comment

Permissions: A tracking

**\* Required fields**

- ★ **Good job!**  
Keep up the good work!
- ★ **Kudos for...**  
Customized praise for specific accomplishments/behaviors
- ★ **Outstanding Academic Performance**  
Raise this kudo when a student has outstanding academic performance.
- ★ **Recommend Student as Peer Tutor**  
Use this kudos if you feel that a student might be a good candidate for peer tutoring
- ★ **Showing Improvement**  
Raise this kudo when a student has shown improvement.
- ★ **We are so glad you are here!**  
For use at the beginning of the semester
- ★ **You Are off to a Great Start**  
Raise this kudo for students who have started strong to encourage them to finish strong.

# 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.)

The screenshot shows the WARRIORfish interface. At the top, there is a red navigation bar with the WARRIORfish logo on the left and a search bar on the right labeled "Search for Students". Below the navigation bar, there are five tabs: MY STUDENTS, TRACKING (highlighted with a red box), INTAKE, ATTENDANCE, and PROGRESS SURVEYS. Under the TRACKING tab, there is a row of action buttons: Resolve, Comment, Assign, Flag, Referral, To-Do, Kudos, Success Plan, Send Message, and Download. Below the buttons, there is a filter section with four dropdown menus: Student (with a search input and a "Go" button), View (set to "Inbox"), Connection (highlighted with a red box and set to "All My Students"), and Cohort. To the right of the filter section is an "Additional Filters" button. Below the filter section is a table with the following columns: Student, Retention Score, Item Name, Status, Created Date, Resolved Date, Assigned To, and Due. The table contains two rows of data:

Student	Retention Score	Item Name	Status	Created Date	Resolved Date	Assigned To	Due
<input type="checkbox"/> Joe Warrior		Attendance Concern Context: GE: General Chemistry II (CHEM-124-14112-202310)	Active	02-12-2023 by Boyer, Steven via Survey			
<input type="checkbox"/> Cannoli Rosario		Low Quiz/Test Scores Context: GE: General Chemistry II (CHEM-124-14112-202310)	Active	02-12-2023 by Boyer, Steven via Survey			

# 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**.

The screenshot displays the Wfish interface with the 'TRACKING' tab selected. A purple box highlights the 'Resolve' button in the top toolbar. Below the toolbar, there are search and filter options for 'Student', 'View', 'Connection', and 'Cohort'. The main table lists flags with checkboxes in the first column. A green box highlights the checkboxes for 'Joe Warrior' and 'Cannoli Rosario'. The 'Cannoli Rosario' checkbox is checked, while the 'Joe Warrior' checkbox is unchecked.

<input type="checkbox"/>	Student	Retention Score	Item Name	Status	Created Date	Resolved Date	Assigned To	Due
<input type="checkbox"/>	Joe Warrior		Attendance Concern Context: GE: General Chemistry II (CHEM-124-14112-202310)	Active	02-12-2023 by Boyer, Steven via Survey			
<input checked="" type="checkbox"/>	Cannoli Rosario		Low Quiz/Test Scores Context: GE: General Chemistry II (CHEM-124-14112-202310)	Active	02-12-2023 by Boyer, Steven via Survey			

# 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.



The screenshot shows the top navigation bar of the WARRIORfish system. On the left, there is a red header with a hamburger menu icon and the text "WARRIORfish". Below this, a row of buttons includes "Office Hours", "Appointment", "Group Session", "Event", "Scheduling Wizard", and "Reserve Time". A "System Announcement" link for "Faculty &amp; Staff Resources" is also visible. On the right side of the red header, there is a search bar containing the text "Joe Warrior". A dropdown menu is open below the search bar, displaying a profile card for "Warrior, Joe" with the email address "jwarrior@live.esu.edu" and the student ID "000364389". Below the navigation bar, there are two tabs: "Appointments" and "Flags I'm Managing".

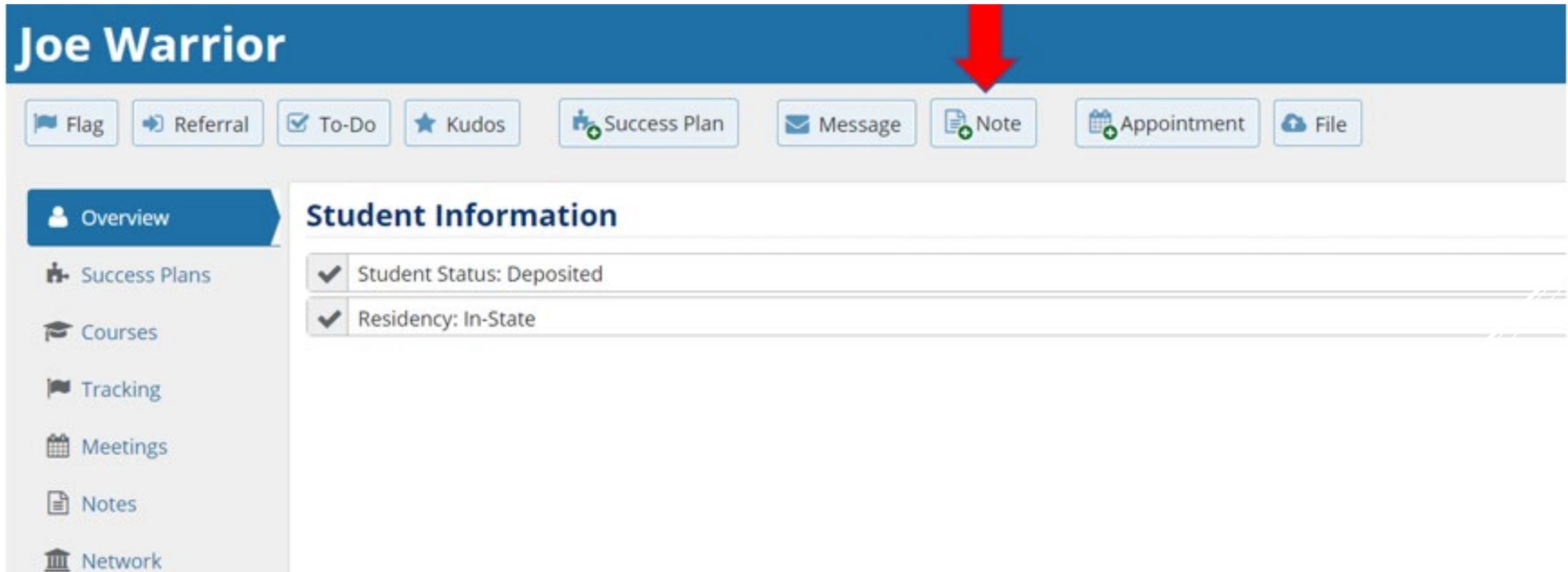
# Making Notes

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.

The image shows a two-step process in the WARRIORfish interface. In the first step, a calendar for March 2023 is displayed with the date 20 highlighted. An appointment for 'Warrior, Joe (11:00 am)' is visible. A red arrow points from the student's name in the appointment to the second step. In the second step, the student's profile for 'Joe Warrior' is shown, including contact information (jwarrior, jwarrior@live.esu.edu) and a 'Note' button. A red arrow points from the 'Note' button back to the appointment in the calendar, indicating the flow of the process.

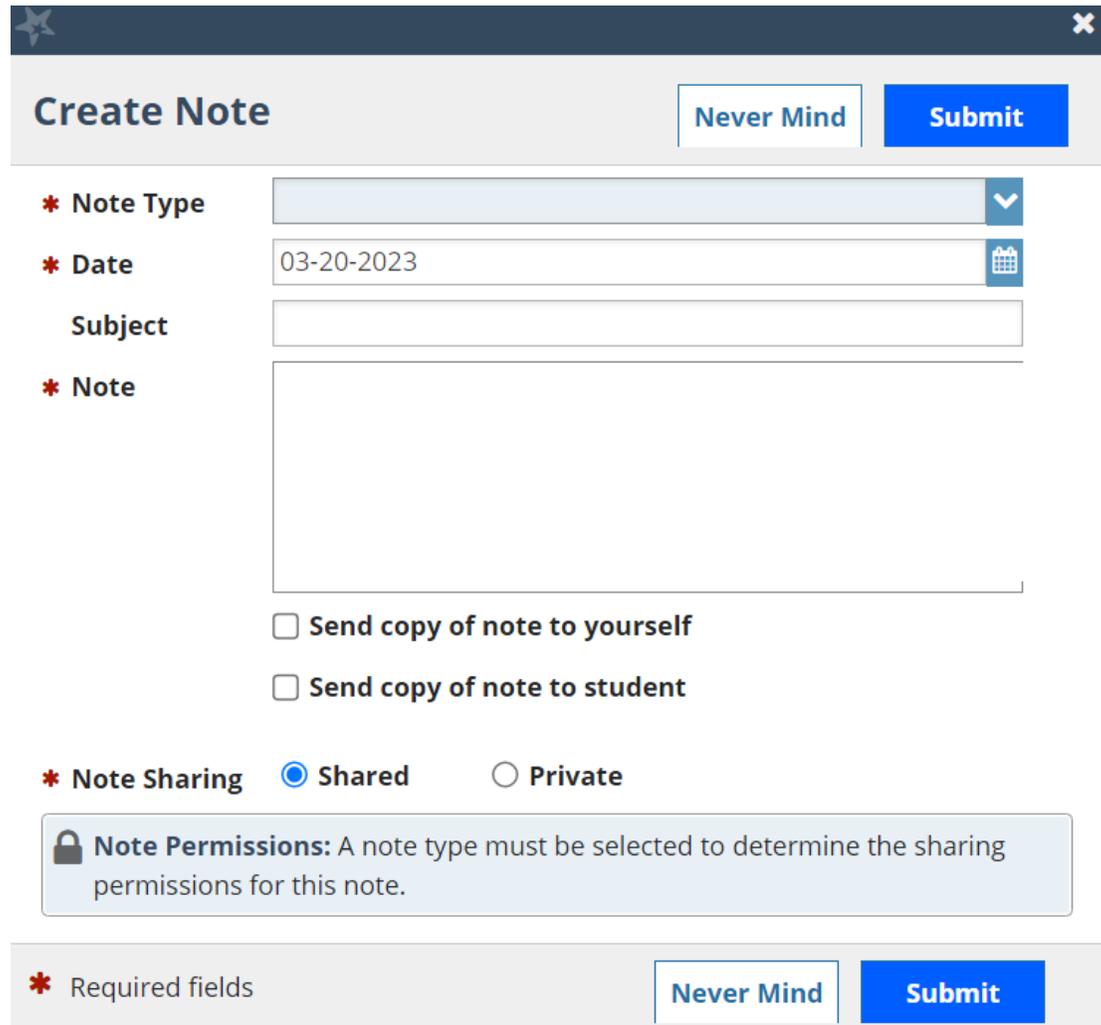
# Making Notes

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.



The screenshot shows a user interface for a student profile. At the top, a blue header bar contains the name "Joe Warrior". Below this is a horizontal row of action buttons: "Flag", "Referral", "To-Do", "Kudos", "Success Plan", "Message", "Note", "Appointment", and "File". A red arrow points directly to the "Note" button. On the left side, there is a vertical navigation menu with options: "Overview" (highlighted), "Success Plans", "Courses", "Tracking", "Meetings", "Notes", and "Network". The main content area is titled "Student Information" and contains two rows of data: "Student Status: Deposited" and "Residency: In-State", each with a checkmark icon to its left.

# Making Notes



**Create Note** Never Mind Submit

\* **Note Type**

\* **Date** 03-20-2023

**Subject**

\* **Note**

Send copy of note to yourself

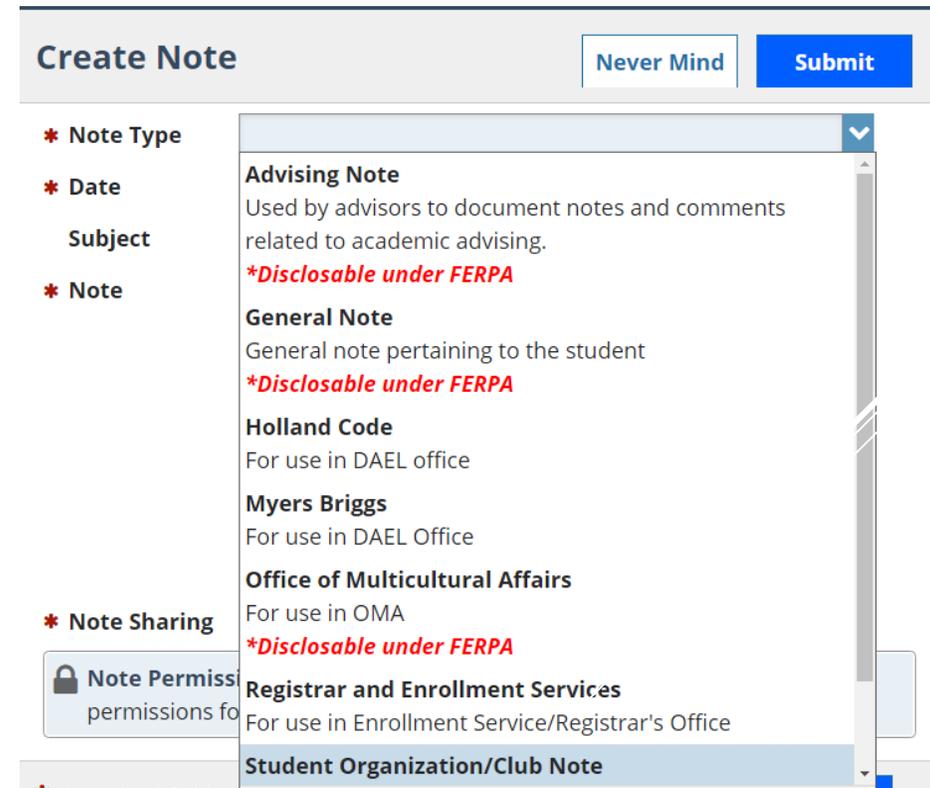
Send copy of note to student

\* **Note Sharing**  Shared  Private

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

\* Required fields Never Mind Submit

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



**Create Note** Never Mind Submit

\* **Note Type**

\* **Date**

**Subject**

\* **Note**

Send copy of note to yourself

Send copy of note to student

\* **Note Sharing**  Shared  Private

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

\* Required fields Never Mind Submit

- 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**

# Making Notes

**Create Note** Never Mind Submit

\* **Note Type** Advising Note ▼

\* **Date** 03-20-2023 📅

**Subject** Major Interest

\* **Note**  
Joe is interested in changing his major from Undeclared to Business Management.

Send copy of note to yourself

Send copy of note to student

\* **Note Sharing**  Shared  Private

**FERPA Notice:** This note is disclosable to the student under FERPA

**Note Permissions:** People with the following roles may be able to see this note if they have a relationship with the student(s):

- Academic Advisor
- Academic Leadership
- Academic Support
- Athletic Coordinator Advisor
- Department Chair/Dean

[More...](#)

\* Required fields Never Mind Submit

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

**Joe Warrior** ✕

Flag Referral To-Do Kudos Success Plan Message Note Appointment File

Overview  
Success Plans  
Courses  
Tracking  
Meetings  
**Notes**  
Network

Type	Subject	Written By	Date
 General Note	No Subject	Mary Amador <b>Role:</b> Retention Coordinator, Student Services Support, Academic Leadership	Today



[Profile](#)  
[Contact](#)

Joe Warrior  
 000364389  
 [jwarrior@live.esu.edu](mailto:jwarrior@live.esu.edu)  
 (570) 422-3906

# Making Notes

The screenshot shows the 'Joe Warrior' interface with a sidebar on the left containing 'Notes' highlighted in red. The main area displays a table of notes. A red arrow points to a '+' button in the 'Type' column of a note row.

Type	Subject	Written By	Date
General Note	No Subject	Mary Amador Role: Retention Coordinator, Student Services Support, Academic Leadership	Today

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

The screenshot shows the 'Joe Warrior' interface with a sidebar on the left containing 'Notes' highlighted in blue. The main area displays a note with a 'NOTE MENU' open, highlighted with a red box. The menu contains 'Edit Note' and 'Delete Note' options.

Created In Term	Written By	Note Type
All	Anyone	Any

Type	Subject	Written By	Date
General Note	changing major	Mary Amador Role: Retention Coordinator, Student Services Support, Academic Leadership	Today

**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

\* Note Sharing  Shared  Private

option at the base of the note

The screenshot shows a 'Create Note' form with the following fields and options:

- Create Note** header with **Never Mind** and **Submit** buttons.
- \* Note Type**: A dropdown menu with the placeholder text 'Select a note type'.
- \* Date**: A date input field containing '03-20-2023' and a calendar icon.
- Subject**: A text input field.
- \* Note**: A large text area for the note content.
- Two checkboxes:  Send copy of note to yourself and  Send copy of note to student.
- \* Note Sharing**: Radio buttons for  Shared and  Private. The 'Private' option is highlighted with a red box.
- Note Permissions**: A light blue box with a lock icon and the text: 'Note Permissions: A note type must be selected to determine the sharing permissions for this note.'
- Footer: **\* Required fields** with **Never Mind** and **Submit** buttons.

# 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.**

WARRIORfish

EDIT PROFILE APPOINTMENT

### Share Links

Share your appointment and/or profile link with students and other staff members.

[Hide 'Show Me How'](#)

**For students:** Copy the URL(s) to the clipboard. You can paste the URL(s) in emails, email signatures, a non-WARRIORfish web page, etc.

Students who receive a URL will only be able to use it if they have a relationship in WARRIORfish with you. Note: If you are having trouble copying a URL, try using another web browser.

**To share to staff:** Select the appropriate checkbox(es) below to display the URL(s) on your Connection Profile in the Services tab.

**Link to schedule an appointment with me**  
<https://esu.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/4259/schedule>  
[Copy URL to clipboard](#)

Make URL available on my profile in the Service Catalog for other staff. ←

**Link to view my profile**  
<https://esu.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/4259>  
[Copy URL to clipboard](#)

Make URL available on my profile in the Service Catalog for other staff. ←

# 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.

No MailTips apply.

Send	To...	<a href="mailto:jwarrior@live.esu.edu">jwarrior@live.esu.edu</a>
	Cc...	
	Subject	Schedule Appointment Shared Link

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 featured enabled in your profile.**

# Sharing Direct Links

You can customize the link with specific text in  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!

