Configuring Email Notifications in Starfish

Starfish offers many customizations and settings to allow faculty & staff to choose how they receive notifications by email. Setting up your Email Notifications will allow for a more user friendly experience in Starfish and your email client.

1. Click on the arrow by your name to choose the “Email Notifications” option.

2. In the Appointment Notifications section, set your “Planning Reminders”, “Appointment Alerts” and more.

These can be used to remind you when it is time to start prepping for a meeting, in addition to the appointment alert below it.

Check this box to allow appointments on your Outlook calendar to show up as busy on your Starfish calendar.

Questions? Please contact advising@radford.edu
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3. In the **Summary Emails** section, decide if you like to receive a daily or weekly summary of your appointments and tracking activity.

![Summary Emails section](image)

- **Daily** at 8:00 am
- **Weekly** on Monday at 9:00 am

Both of these boxes can be unchecked if you prefer to not receive summary emails.

4. Finally, in the **Tracking Item Notifications** section, choose if you want an immediate email for a raised, cleared or assigned item. Again all boxes can be unchecked if you prefer to not receive any notifications. However, you will always receive a notification for any “Flag” with an emergency icon beside it.

![Tracking Item Notifications section](image)

- an item is raised
- an item is cleared
- an item is assigned to me

You may be notified of tracking items raised for the following rules created by the administrator. Note that for rules with emergency notifications, your personal notification preferences are ignored.

<table>
<thead>
<tr>
<th>Flag Rules</th>
<th>Name</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Concern</td>
<td>ACADEMIC. FLAG</td>
<td>Raise this when a student isn't attending class regularly.</td>
<td></td>
</tr>
<tr>
<td>Tutoring Referral</td>
<td>ACADEMIC. REFERRAL</td>
<td>Use this to refer a student to tutoring services.</td>
<td></td>
</tr>
<tr>
<td>Missing/Late Assignments</td>
<td>ACADEMIC. FLAG</td>
<td>Raise this when a student is missing or late with assignments.</td>
<td></td>
</tr>
<tr>
<td>No Show</td>
<td>ACADEMIC. FLAG</td>
<td>Use this flag to indicate that a student has not attended class.</td>
<td></td>
</tr>
<tr>
<td>Wellness Concern</td>
<td>SOCIAL. FLAG</td>
<td>Raise this flag when students appear to be not engaged.</td>
<td></td>
</tr>
<tr>
<td>In Danger of Failing</td>
<td>ACADEMIC. FLAG</td>
<td>Raise this flag when students may be in danger of failing a course.</td>
<td></td>
</tr>
<tr>
<td>Social Concern</td>
<td>SOCIAL. FLAG</td>
<td>Raise this flag when students may be in danger of failing a course.</td>
<td></td>
</tr>
</tbody>
</table>

An emergency rule, which means that you will be notified immediately when a tracking item is raised regardless of your notification preferences.

5. Don’t forget to submit your changes via the **submit** button in the bottom right-hand corner.

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