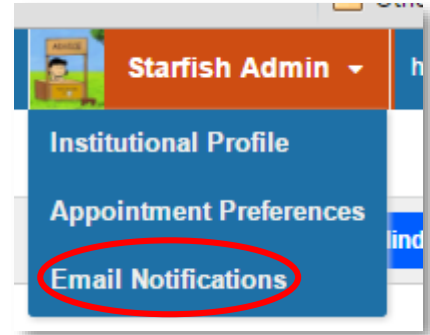


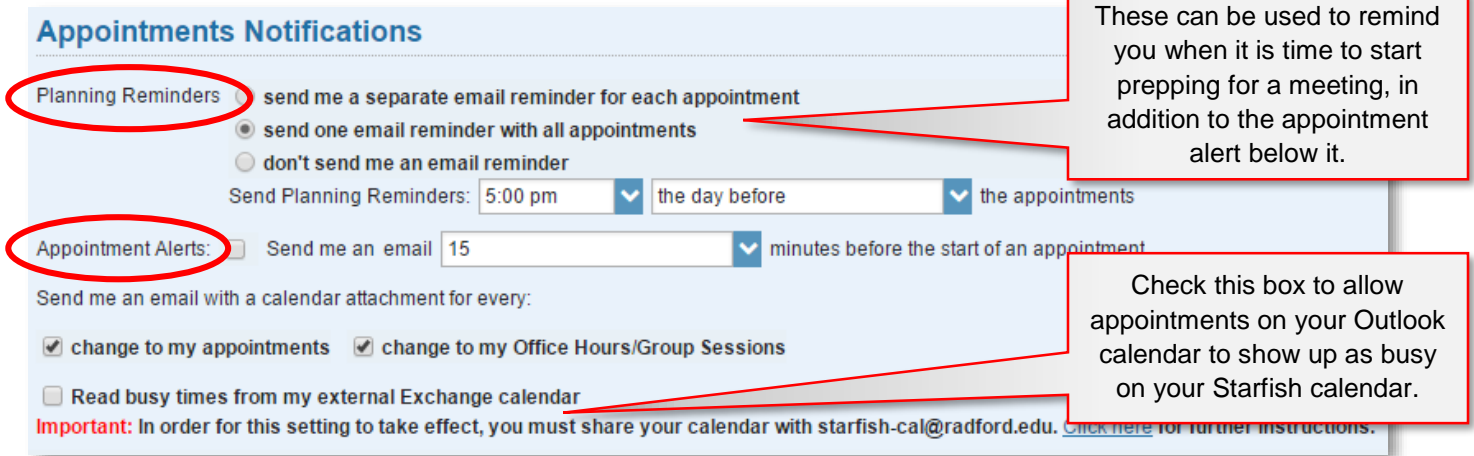
Configuring Email Notifications in Starfish

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.

A screenshot of the "Appointment Notifications" settings page. The page has a light blue header with the title "Appointment Notifications". Below the title, there are several settings sections. The "Planning Reminders" section has three radio button options: "send me a separate email reminder for each appointment" (which is selected and circled in red), "send one email reminder with all appointments", and "don't send me an email reminder". Below these are two dropdown menus for "Send Planning Reminders": "5:00 pm" and "the day before". The "Appointment Alerts" section has a checkbox (circled in red) and a dropdown menu set to "15" minutes. Below this is a section for "Send me an email with a calendar attachment for every:" with two checked checkboxes: "change to my appointments" and "change to my Office Hours/Group Sessions". There is also an unchecked checkbox for "Read busy times from my external Exchange calendar". At the bottom, there is an "Important:" note in red text. Two callout boxes with red borders and arrows point to the "Planning Reminders" and "Appointment Alerts" sections. The first callout says: "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." The second callout says: "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

Send me a summary email of all tracking item and appointment activity:

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

Send me an immediate email whenever: 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 will not apply.

Flag Rules		
Name	Category	Description
 Attendance Concern	ACADEMIC: FLAG	Raise this when a student isn't attending class regularly.
 Tutoring Referral	ACADEMIC: REFERRAL	Use this to refer a student to tutoring services.
 Missing/Late Assignments	ACADEMIC: FLAG	Raise this flag when a student is missing or late with assignments.
  No Show	ACADEMIC: FLAG	Use this flag to indicate that a student has never attended.
  Wellness Concern	SOCIAL: FLAG	Raise this flag when students fail to respond to multiple emails.
  In Danger of Failing	ACADEMIC: FLAG	Raise this when a student is in danger of failing a course.
 Social Concern	SOCIAL: FLAG	Raise this flag when students appear to be not engaged, or are not attending class.

 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.

Never Mind Submit

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