

# Starfish Guide: Raising Manual Flags and Kudos



## Good to know:

Raising a flag or Kudos (manually or via a progress survey) on your student will

- be captured in the student’s Starfish Record
- produce an automatic email from the Advising Success Center to the student regarding the flag or kudo
  - Your comments on the flag or kudo will be included in the email to the student
- alert the Advising Success Center and other applicable support service personnel in the student’s success network (about raised flags) who will then reach out to the student, comment on their outreach efforts and interactions with the student about the flag, and “clear” the flag if satisfactory outreach was made.
  - The flag raiser will receive a message about outreach efforts made
- The flag raiser, the student’s advisor, and other applicable members of the student’s success network are able to view a journal of the activity on the flag for the student

## How to Raise a Flag:

1. Search for the student for whom you are creating the flag by selecting “My Students” from the Students menu and setting the appropriate Connection and Term.
2. Once you have found the student in your list, click on the student’s name, then click on “Flag”

A screenshot of the Starfish system interface. At the top, there is a blue header bar with the text "Student F Name, M Name, L Name". Below this, there is a row of five buttons: "Flag", "Kudos", "Message", "Note", and "Appointment". The "Flag" button is highlighted with a black arrow pointing to it from the text "click on 'Flag'" in the previous block. Below the buttons, there is a sidebar on the left with a menu of options: "Overview", "Success Plans", "Courses", "Tracking", "Meetings", "Notes", and "Network". The "Overview" option is selected and highlighted in blue. To the right of the sidebar, there is a section titled "Student Information" with a list of attributes, each with a checkmark in a box: "Enrolled (BSU): True", "Home Campus: BSU", "Learner Type BSU (On-Campus vs. Online/Distance Learner): On-Campus", "Housing: Off-Campus", "TRIO SSS: True", "First Time Enrollment (BSU): FR 20143 (Fall 2013)", "College: College of Arts &amp; Sciences, College of Health Sciences &amp; Human Ecology", "Major(s): English Education, Psychology", "Conditional Admit (BSU): True", and "Registration Window (BSU): Spring 2017: 10/27/2016 1:00PM". Below this list, there is a section titled "Active Flags" with the text "Active Flags for courses in the active term".

You will see a dialogue box like this:

3. Click the appropriate flag in the “Flag” drop down menu.

#### BSU Single-Concern Flags

BSU Attendance Concern

BSU Low Quiz/Test Scores

BSU Missing/Late Assignments

BSU Never Attended Class

#### BSU Multiple-Concern Flags

BSU Academic Performance Concern

BSU In Danger of Failing

(available week 4 of the semester)

#### **Use Caution when selecting a flag.**

Be sure to select a **BSU** flag (rather than an NTC flag).

Please raise only one flag on the same student at a time so you do not inundate the student, the Advising Success Center, and support personnel with email messages. Use a Multiple-Concerns flag when there are several reasons causing a student to not do well.

**Note:** If you have non-academic concerns about a student, set your connection to **General Employee BSU**, select **BSU Student SSC**, and raise the **BSU Student Concern Flag**. Include the student’s full name and your concern in the comments.

Only Dr. Jesse Grant receives information about the BSU Student Concern flag.

4. Select the Course Context. Warning: faculty must select the course context in order to view the flag in the future.

**Raise Flag for Student Name** Never Mind Save

\* **Flag**

**Course Context**

**Comment**

**Student View:** The student can view this item and the notes entered above.

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

- Academic Advisor
- Beaver Success Coach
- Academic Leadership
- Student Support Services - BSU
- TRIO

[More...](#)

\* **Required fields** Never Mind Save

5. Use the comment section to provide details on this flag.

Remember, your comments will be part of the email message sent to the student about the flag. Include brief, specific information about the concern (e.g. missing essay #2) and steps the student should take to remedy the situation and improve class performance.

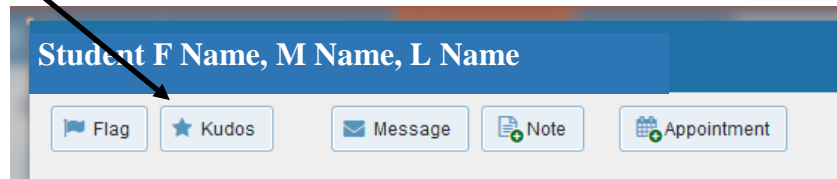
Use discretion about any personal information you may have about the student and the student's situation in your flag comments.

6. Click "Save"

When you click Save, Starfish will send email notifications about the flag with your comments to the flagged student, the Advising Success Center, and other applicable support service personnel in the student's success network.

## How to Issue Kudos

1. Search for the student for whom you are creating the Kudo by selecting “My Students” from the Students menu and setting the appropriate Connection and Term.
2. Once you have found the student in your list, click on the student’s name, then click on “Kudo”



3. Click the appropriate Kudo in the “Kudos” drop down menu.

BSU Kudo choices are:

### Course-Related Kudos (faculty issued)

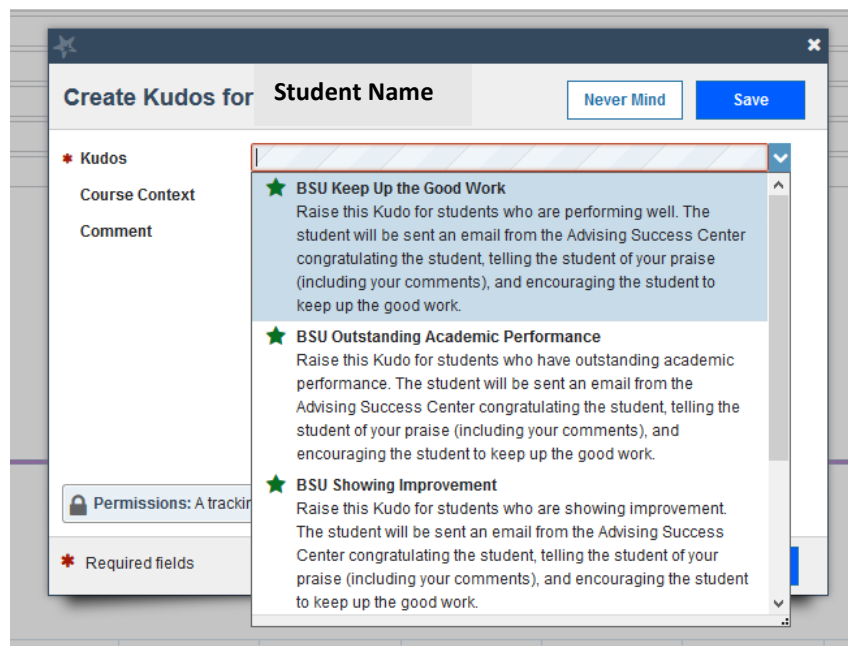
BSU Keep Up the Good Work

BSU Outstanding Academic Performance

BSU Showing Improvement

### General Kudo (faculty or staff issued)

BSU Beaver Praise



4. Select the Course Context (for faculty raising a Course-Related Kudo)
5. Enter Comments of praise and encouragement for the student
6. Click “Save”

When you click Save, an email notification about the kudo with your comments is sent to the student’s BSU email account.