

Flag Communication in Starfish



Instructors

- Raise flags by submitting Early Alert report (twice each semester) and manually throughout the semester

Academic Advisors

- Receive flag email notifications from Starfish
- Reach out to advisees

Support Staff

- Coaches, POWER Advisors, and Military Resource Center will receive flag email notifications for their students
- Reach out to students

Students

- Receive flag/kudo email notifications with instructor comments
- Communicate with instructor, advisor, and/or appropriate support offices to make changes or receive assistance if needed

Flags

FLAG NAME	DESCRIPTION
Low Quiz/Test Scores	Raised when a student is receiving unsatisfactory grades on quizzes and/or tests. Emails will go to student, advisor, support staff, and coaches.
Assignment Concerns	Raised when a student is not turning in assignments, is late turning in assignments or assignment quality is not satisfactory. Emails will go to student, advisor, support staff, and coaches.
Attendance Concern	Raised when a student is not attending class regularly. Emails will go to student, advisor, support staff, and coaches.
Academic Honesty – manual only	Raised when an incident of academic dishonesty occurs in the classroom. Emails will go to the Academic Chair or Department Head of the course, the Vice President for Student Affairs and the student. Notes are viewable by the advisor.
Never Attended	Raised when a student has never attended a single class session or completed an academically related activity in an online course. Emails will go to student, advisor, support staff, and coaches.
You're Off to a Great Start Kudos	Raised at the beginning of the semester to acknowledge participation, effort, grades, or accomplishments. Email goes to student. Notes are viewable by advisor, support staff and coaches.
Great Work Kudos	Raised to comment on a student's participation, effort, grades, or accomplishments. Email goes to student. Notes are viewable by advisor, support staff and coaches.
You're Showing Improvement Kudos	Raised to comment on a student's improved academic performance. Email goes to student. Notes are viewable by advisor, support staff and coaches.