Starfish Guide: Raising Manual Flags and Kudos

**Good to know:**
Raising a Flag or a Kudo (manually or via a progress survey) on your student will

- be captured in the student’s Starfish Record
- produce an automatic email from NTC One Stop Services to the student regarding the flag or kudo

**Note: Your comments on the flag or kudo will be included in the email to the student**

- alert NTC One Stop Services and other applicable support services 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
- Only the flag raiser, the student’s advisor, and 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” tab at the upper left of your Starfish page.
2. Once you have found the student in your list, click on the student’s name, then click on “Flag”
You should see a dialogue box like this:

![Dialogue box](image)

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

NTC flag choices are:
- NTC Academic Performance Concern
- Attendance Concern
- NTC General Concern
- NTC In Danger of Failing (available week 7 of semester)
- NTC Low Quiz/Test Scores
- NTC Missing/Late Assignments
- NTC Never Attended Class

**Use Caution when selecting a flag.**

Be sure to select an **NTC** flag (rather than a BSU flag).
Raise only one flag at a time on a student.
Include course specific course-performance information in your comments.

Note: The General Concern flag is the only flag that does NOT generate an email notification to students. Notification for General Concern flags only go to NTC One Stop Services.
4. **Select the Course Context**

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

   **Remember, your comments will be part of the email message sent to the student about the flag.**

6. Click “Save”
How to Issue Kudos

1. Search for the student for whom you are creating the Kudo by clicking on the “My Students” tab at the upper left of your Starfish “Students” page.

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.

   NTC Kudo choices are:
   - NTC Keep Up the Good Work
   - NTC Outstanding Academic Performance
   - NTC Showing Improvement

   **Use Caution when selecting a Kudo.**
   Be sure to select an NTC Kudo (rather than a BSU Kudo).

4. Select the Course Context
5. Enter any Comments you wish to make
6. Click “Save”