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"
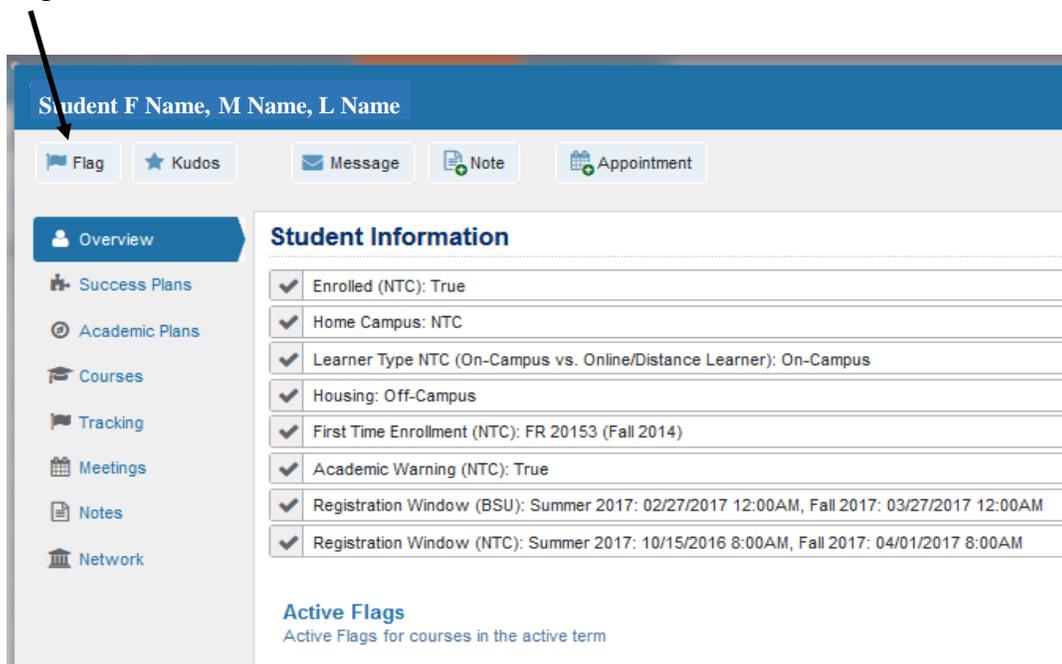
You should see a dialogue box like this:

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 BSUflag).
    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"

Student F Name, M Name, L Name

| Flag | ★ Kudos | ✉ Message | 📄 Note | 📅 Appointment |
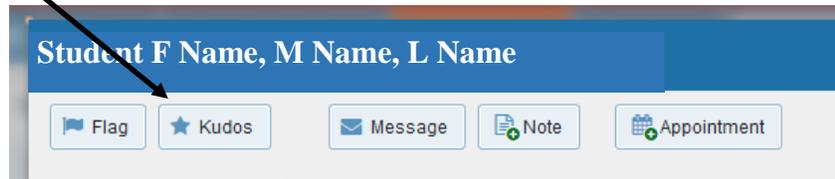
3. Click the appropriate Kudo in the "Kudos" drop down menu.

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).

Create Kudos for **Student Name**   Never Mind   Save

* Kudos

Course Context

Comment

performance. The student will be sent an email from the Advising Success Center congratulating the student, telling the student of your praise (including your comments), and encouraging the student to keep up the good work.

★ BSU Showing Improvement
Raise this Kudo for students who are showing improvement. The student will be sent an email from the Advising Success Center congratulating the student, telling the student of your praise (including your comments), and encouraging the student to keep up the good work.

★ NTC Keep Up the Good Work
Raise this kudo for students who are performing well.

★ NTC Outstanding Academic Performance
Raise this kudo when a student has outstanding academic performance.

★ NTC Showing Improvement
Raise this kudo for students who are showing improvement.

🔒 Permissions: A trac

* Required fields

4. Select the Course Context

5. Enter any Comments you wish to make

6. Click "Save"