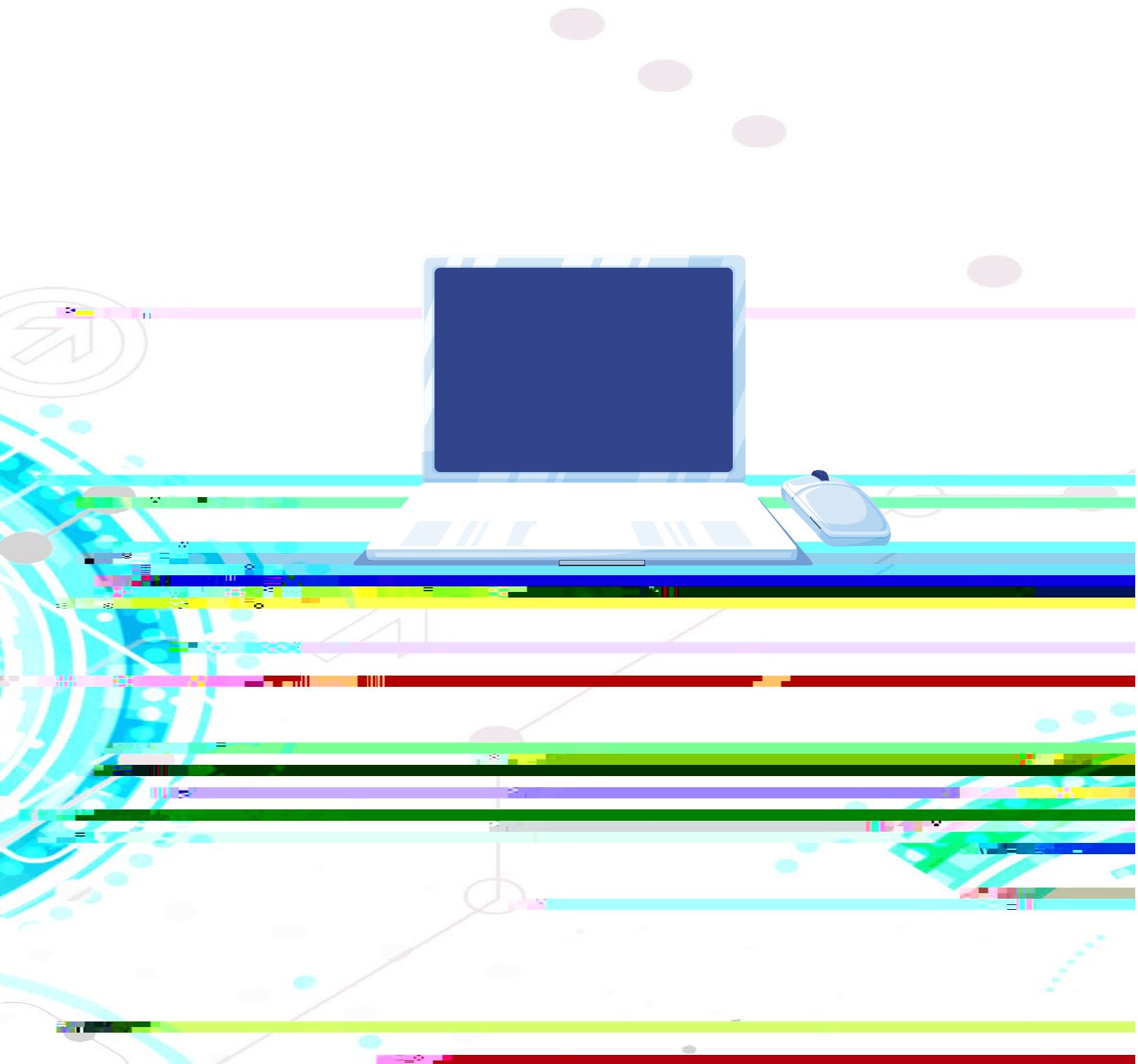


WELCOME TO  
**STARFISH**



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## I. Office Hours

Works best if you have the same office hours each week.

## Viewing Appointments

Click on



General Concern	Academic	Use this flag to express any concerns you have about a student.
In Danger of Failing	Academic	<p>Raise this when a student is in danger of failing a course.</p> <p>Please note that students will see the flag as well as your comments. Please do not include any assumptions about the student's mental health or behavioral issues in the comments section.</p>
Low Average in a Course	Academic	Flag raised when a student has a low course average.
Low Grades	Academic	<p>Please let us know if your student is earning grades of C or below.</p> <p>Please note that students will see the flag as well as your comments. Please do not include any assumptions about the student's mental health or behavioral issues in the comments section.</p>

		be contacted (email or phone) as well as your latest contact information.
I Need Help In A Course	Academic (Student)	Select this option when you need assistance in a course. Your instructor will be notified. Don't forget to include your latest email address and phone number.
Advisor Change	Experimental	This is an automated flag that updates nightly from the relationship file and sends a message to the student letting him/her know there has been a change to his/her advisor.
Course Withdrawal	Experimental	This is an automated flag that alerts the faculty member and advisor that a student has withdrawn from a class. It is also used as a confirmation email that a student has withdrawn from the course.
Failed or Withdrew from a Class Twice	Experimental	This is an automated flag that alerts the advisor that the student has failed or withdrawn from the same course two or more times.
No Show for Appointments	Experimental	This is an automated flag that alerts when a student has missed three appointments of the same appointment type within the Starfish platform.
Repeating Course	Experimental	This is an automated message to alert students and advisors that a student is repeating a course. This is a great pre-term indicator to help align the student to interventions/resources ahead of the start of the semester.

**NONCOURSE FLAGS** are indicators that a student is not behaving well in or out of the classroom such as academic integrity.

**COURSE KUDOS** can be raised when a student exceeds course expectations.

**NONCOURSE KUDOS** can be raised when a student gets off academic probation, has shown outstanding academic performance, or any positive student behavior.

**TODOS** are types of actions that students are encouraged to take (ex. register for class, pick up ID Card, contact an individual for questions/support, etc.). Students will receive an email with instructions for the suggested action when a ToDo is raised.

**REFERRALS** Instructors, advisors, and staff can refer students to various offices and services across campus. These offices and services are called the provider. Students will receive an email when the referral is raised.

## VIII. Assigning a Tracking Item: Flags, Kudos, ToDos, and Referrals