STARFISH EARLY ALERT

DEFINITIONS

Tracking Item: Any item raised within the Starfish Early Alert system. Tracking items include flags, referrals, kudos, and to-dos.

Flag: Alert raised to signal a student may be in academic or social distress.

A cademic flags: Alert raised by Instructors to signal a student may be experiencing academic difficulties. The student

includes comments made by the Instructor when the flag was raised. The message encourages students to contact their instructor or academic advisor.

In Danger of Failing: Raise this when a student is in danger of failing a course. Missing/Late Assignment: Raise this flag when a student is missing or late with assignments. Never Attended: Use this flag to indicate that a student has never attended your class.

Social flags: Alert raised by an7(ra)-67B reW*n9sesflithto signal a smudent may be experidemic or soccademic diffi3(r)39(ed)3

DEFINITIONS

Referral: Instructors and Advisors can refer students to career services or tutoring. Students receive an automated message that appears to come from the Instructor and includes comments made when the flag was raised.

Kudo:

Keep up the Good Work: Raise this for a student who is performing well.

OutstandingAcademic Performance: Raise this when a student has outstanding academic performance.

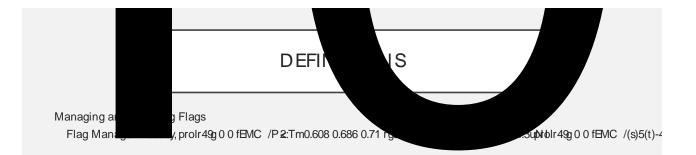
Showing Improvement: Raise this when a student has shown improvement.

To-Do: Instructors and Advisors can use this to encourage or request a student to complete a certain action such as Set up Your Starfish Profile, Meet with Your Advisor, or a General To-Do.

Raising Flags, Kudo, or Referrals

Raising a Tracking Item Manually: When someone logs in to Starfish and raises a tracking item for individual students.

Raising a Flag through a Progress Survey: Twice during the semester, around week 2 and week 6, Instructors are requested to complete Progress Surveys, which allow them to raise specific flags or kudos easily through their course roster(s). Messages, instructions, and reminders are provided for each Progress Survey. Progress Surveys do <u>not</u> replace midterm grades, which may be required for some students.





Faculty are encouraged to clear flags after they have communicated with a student about the issue (this is especially helpful for Attendance Concern flags and Missing/Late Assignment flags)

Academic Advisors or designated Flag Managers may also contact the student. Top priority is given to students who have flags in multiple courses.

If the student is no longer in a course, all flags raised for that course can be cleared.

Methods of contacting students are email and phone. In-person meetings are preferred, if possible.

Notes should always be entered to document each step of the process and each attempt to contact the student.

IN DANGER OF FAILING	
Instructors raise this flag when a student is in danger of failing the course.	In Danger of Failing (Radford University) From starfish@radford.edu Reply To starfish@radford.edu Subject [Starfish] Academic progress in Introduction to Microbiology for Anna Lands
Students receive an automated message from the Student Success Team	Dear Anna,
is <u>starfish@radford.edu</u>	
Students are encouraged to contact their instructors.	
Instructors are encouraged to clear this flag after communicating with the student.	

3/16/2017

MISSING/LATE ASSIGNMENT S480 270 ef@ EMC /PT4

NEVER ATTENDED

Instructors raise this flag when a student appears on the roster but has not attended at all during the semester.

