Faculty raise flag/kudo notification
Via surveys emailed from Starfish or at any time during the semester

**Email to student**
Steps/resources for academic assistance or congratulations (for kudos).

**Advisor Tracking**
Academic Advisors can view advisees' flags.

**Follow-Up**
Academic Advisors may follow-up with students with congratulations, concern, and/or suggestions & encouragement to take advantage of available resources.

**Personal Contact**
If a student has 2 or more flags (concerns), Academic Advisors required to follow-up with email and phone call to offer academic assistance.

**Documentation**
Academic Advisors will resolve alerts, enter comments in Starfish, and close the loop with faculty.
How to Use Starfish EARLY ALERT

The Starfish Retention Solutions provides a quick and easy way to refer your students for help *early enough* in the semester to make a difference. While nothing substitutes for your direct discussions with your students concerning their academic performance (e.g. after class or during office hours), you may decide that additional help in academic assistance is also needed. That’s when you use the Starfish tool to alert other campus *experts* who will provide their support.

Your referrals are **KEY** to student success

If you observe a pattern of student behavior, **in the first 3-weeks of class**, that you feel will endanger a student’s success in your course; it is time for you to *raise a flag* through Starfish. Once you *raise a flag* it is *automatically* forwarded to the appropriate campus professional who will help your student in a timely manner.

How do I *raise flags* through flag surveys?

An email reminder is sent to you alerting you that it is time to *raise flags* through Starfish at critical points during the semester. The email comes from starfishsolutions.com. A link in the email will directly access the Blackboard login and take you to the surveys.

Click on **Students** navigation item and then choose the **Flag Surveys** tab.

1. Check the boxes to raise concerns about any student.
2. Click **Submit** when you are finished to raise the selected flags and complete any yellow notes

You do not need to be using Blackboard for your course in order to utilize it for Starfish referrals. All courses at A&M-Texarkana have a Blackboard ID. Starfish should be available to you in any course under **Course Tools** in the **Control Panel**. At the bottom of the page click “Submit”.

Specific Expectations

All A&M-Texarkana faculty can submit early alert referrals through Starfish via Blackboard. Faculty can access the Starfish Early Alert process for any/all of their students from any BB course. **What happens?**

- **Instructors** who raise flags through “flag survey” or manually; will receive notifications when flags are cleared
- **Academic Advisors** will receive email notifications from Starfish; and all follow-up actions will be recorded in Starfish including: added notes, schedule of appointments and clearing of flags
- **Students** will receive automatic email notifications when “flagged” and shall be instructed to contact appropriate support service
How to raise manual flags throughout the semester:

A flag can be raised anytime during the semester to communicate your observations and concern with a particular student.

1. Click on the Students navigation item to view all of your students for Fall 12.
2. Locate the student you wish to raise a flag by searching for their name or paging through the student roster list. Click on the student’s name to bring up the student’s folder. **Note:** Anywhere you see a student’s name as a link it will take you to his or her folder.
3. Clicking the Raise Flag button, will produce a list of flags that can be viewed and/or raised.
4. Select the benefitting flag, enter comments, and click the Save button.
5. The appropriate individuals will be automatically notified.

Having trouble? Want to learn even more? Contact Liz Patterson or send her an email at epatterson@tamut.edu