

MANUALLY RAISING A FLAG

Purpose

Please note, not all faculty will be asked to submit a 5th Week Course Progress Report for all undergraduate level courses taught during a given Fall or Spring term.

If you are a faculty member who did not receive a 5th Week Course Progress Report for a course and would like to create Starfish alerts (Kudos, Flags, Referrals) for students, you may do so by raising alerts manually outside of the Course Progress Report.

This document provides guidance on how to manually raise a flag for an individual student outside of a course progress report.

Raising a flag manually requires the following 4 steps:

1. Find the desired student by typing the student's name into the "**Search**" box in Starfish.
2. Click the flag button from the student folder. A list of available flags will appear.
3. Fill out the required fields:
 - ✓ **Flag** – Select the desire flag from the list
 - ✓ **Course Context** – select a course
 - ✓ **Comment** – enter additional information/notes
4. Click "**Save**" to submit.

***** The following contents detail the steps noted above*****

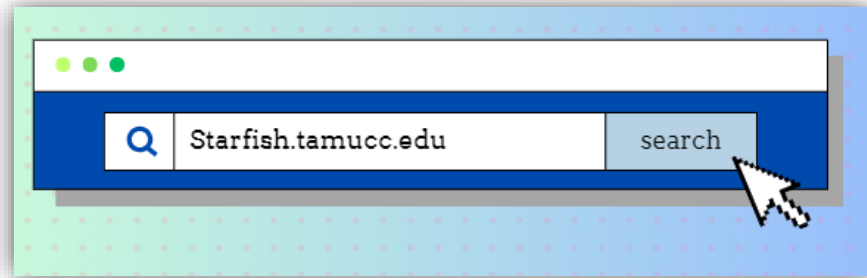
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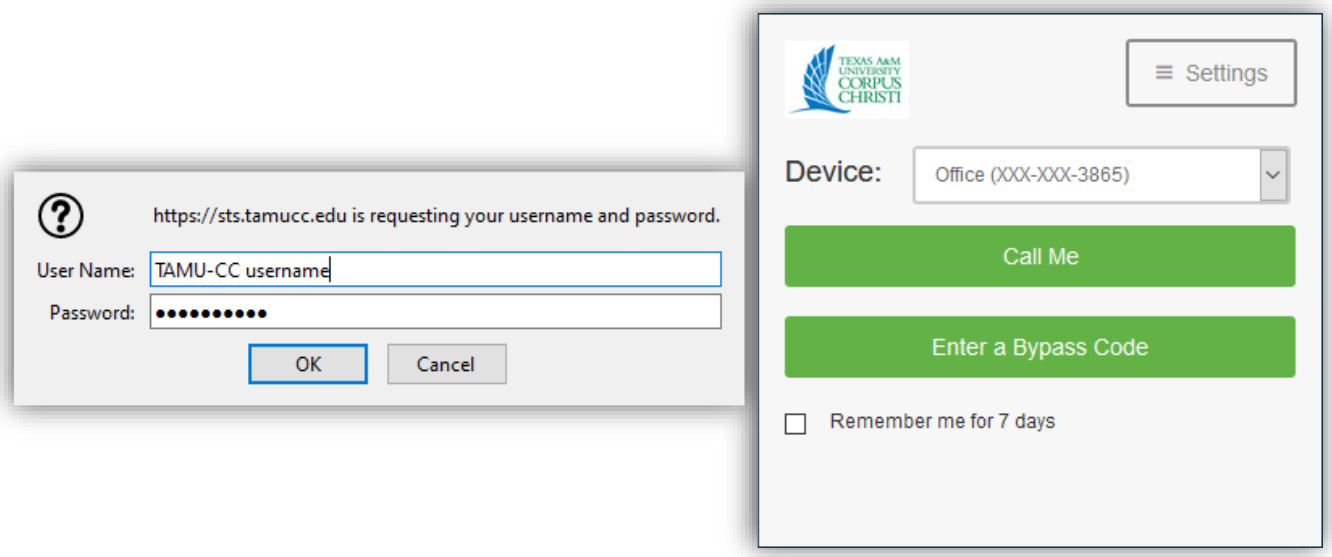


Login to Starfish

Step 1. Search <https://starfish.tamucc.edu> using any browser:



Step 2. You may be prompted to complete the University's Duo authentication. Once completed, you will be routed into your Starfish Account.



Flags or other tracking items can be manually raised on a student at any point throughout the semester.

Manually Raise a Flag

1. Use the “Quick Search” to select a student

- This will open the students’ “digital folder.”

2. From the student folder, select the flag icon from the button bar.



1

Starfish Search for Students

Office Hours Appointment Group Session

Student Name
sname1@islander.tamucc.edu
A00000001

Active Concerns Overview Calendars I'm Managing

Recent Changes

My Services

You can search for a student by using the quick search box.
(Student ID, Name, or username is accepted)

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2

Student Name

Flag Referral To-Do Kudos Success Plan Message Note Appointment File Intake

Overview

Info Success Plans Courses Tracking Meetings Notes Network

Search Term Status
Course Name or Course Id Active All Go Show grades hidden to the student

Student Information

| | |
|---|---|
| ✓ | ACADEMIC STANDING: GS_Good Standing |
| ✓ | COLLEGE: Business |
| ✓ | MAJOR: FINA_Finance |
| ✓ | CLASSIFICATION: Freshman |
| ✓ | TSI STATUS: College Ready |
| ✓ | TSI STATUS (MATH): College Ready |
| ✓ | TSI STATUS (READING): College Ready |
| ✓ | TSI STATUS (WRITING): College Ready |
| ✓ | VETERAN CERTIFICATION: 3_CH33 Vet |
| ✓ | HOLDS: CN_Cond Admit- Contact CASA x4049 - Reason_202101 Conditional Admissions - Amount_ - From_25-JAN-22 - To_31-DEC-9... |
| ✓ | FERPA WAIVER: 18-AUG-10 - Name of Person with Authorized Access |
| ✓ | CURRENT ENROLLMENT: Y |

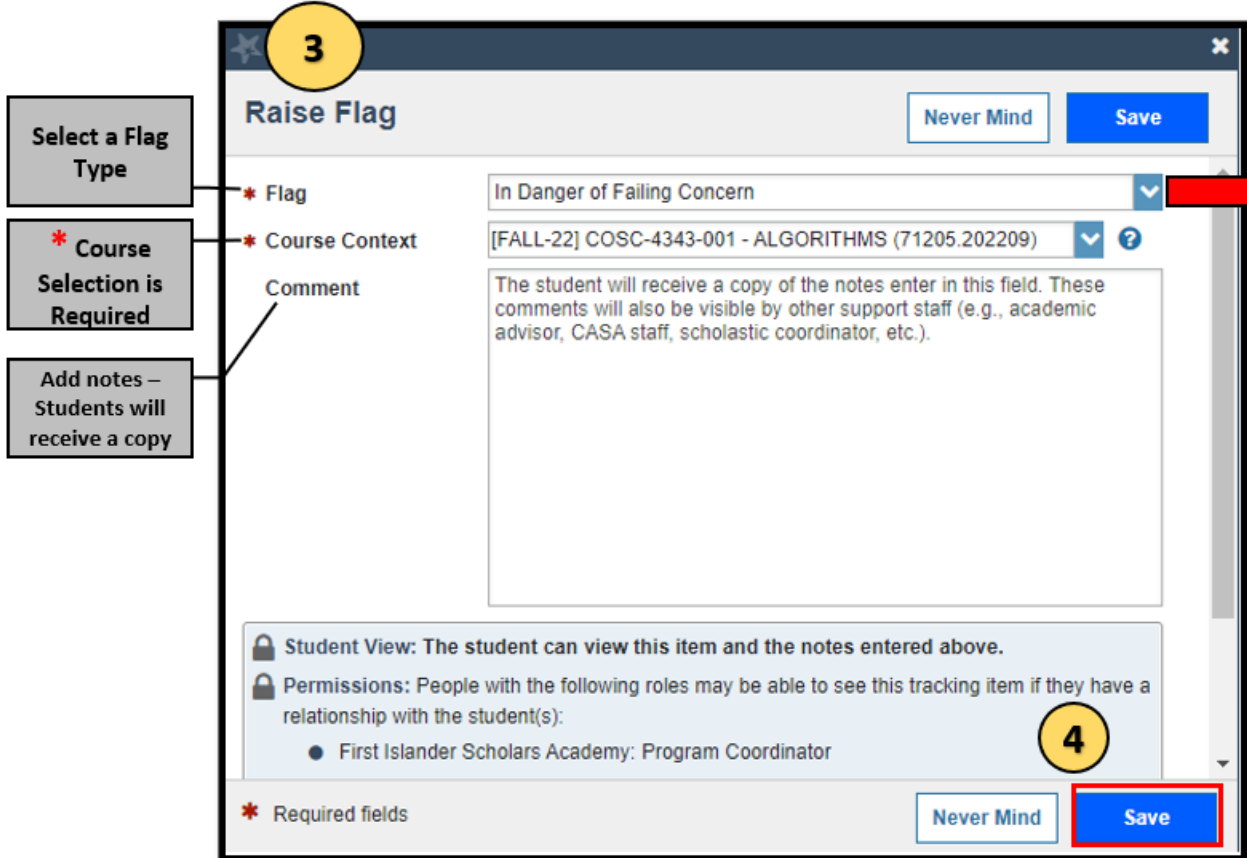
Profile Contact

Manually Raise a Flag (continued...)

3. Fill out Form

4. Click Save 

Fill out the "Raise Flag" Form



Select a Flag Type

*** Course Selection is Required**

Add notes - Students will receive a copy

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Raise Flag [Never Mind] [Save]

* Flag: In Danger of Failing Concern






* Course Context: [FALL-22] COSC-4343-001 - ALGORITHMS (71205.202209)

Comment: The student will receive a copy of the notes enter in this field. These comments will also be visible by other support staff (e.g., academic advisor, CASA staff, scholastic coordinator, etc.).

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* Required fields [Never Mind] [Save]

Review Flag Description for more information about a particular item

-  **Attendance Concern**
Use this tracking item to notify students that their absences are negatively impacting their success in the course. Please use the comments section to share details with the student.
-  **Class Performance Concern**
Use this tracking item to notify students that you have concerns regarding the performance on assignments, missed assignments, and/or exams. Please use the comments section to share details with the student.
-  **Consider Dropping the Class**
This flag is used by faculty to inform students when they may want to consider dropping a class. This option should be used when there is no reasonable possibility for a student to pass a class. When raised, students are instructed to contact an Academic Advisor to discuss class enrollment options (dropping/remaining enrolled - pros/cons, etc.) Supplemental outreach from Academic Advising will be provided when this flag is raised in Starfish. This flag will be cleared by an Academic Advisor after an exchange between a student and Academic Advising has occurred and a resolution has been identified. Faculty will be notified upon closure.
-  **In Danger of Failing Concern**
Use this tracking item to notify students that their academic habits and performance are putting them at risk of not being successful in their course. Please use the comments section to share details with the student.
-  **Missing Assignment Concern**
This flag is used by faculty to express missing assignment and late submission concerns to students. When raised, students are reminded of the importance of meeting classwork completion deadlines and the negative impact that missing or late assignments have on their grades.