

Raising a Tracking Item (Flags, Kudos, Referrals, To-Dos)

Raising a tracking item (manually or via progress survey) on your student will:

- be captured in the student's Starfish Record
- produce an automatic email to the student regarding the item (your comments will be included in this email for the "Low quiz/test score" and "Academic Concern" flag)
- alert the student's advisor, who will then outreach to the student and "clear" the flag if satisfactory outreach was made

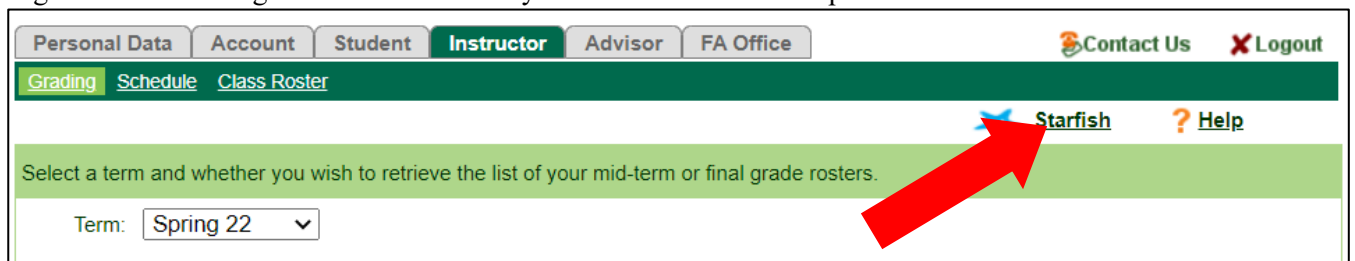
A Flag is used to alert the student and/or staff of a student issue or concern related to a course or other aspect of a student's academic career.


A Kudo is used to acknowledge positive progress/achievements of a student.

A To-Do is used to remind a student of a required task they must complete.

A Referral is made when a student needs to be connected with a certain resource or service.

1. Log into Starfish using the "Starfish" link in your Instructor tab in CampusNet.

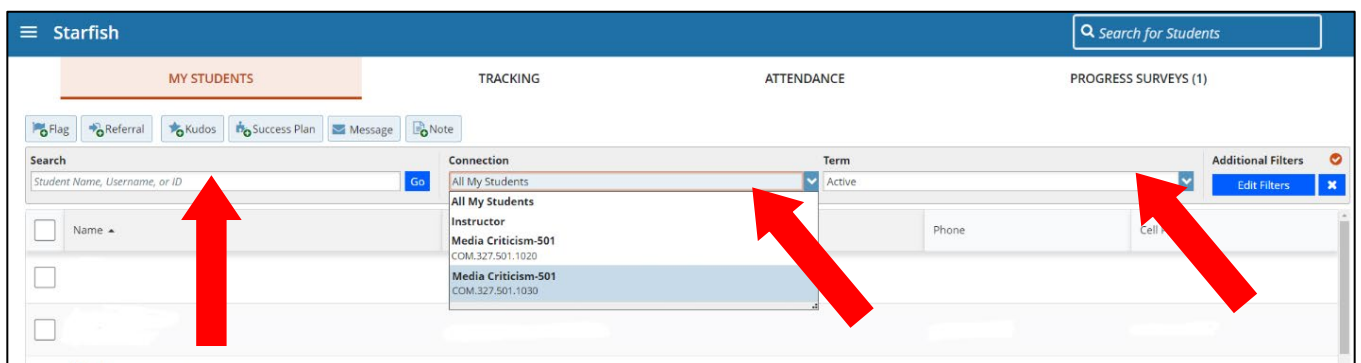


2. Click on the menu options button  in the top-left corner of the screen. Select 'Students'. Click on the "My Students" tab at the top of the page.

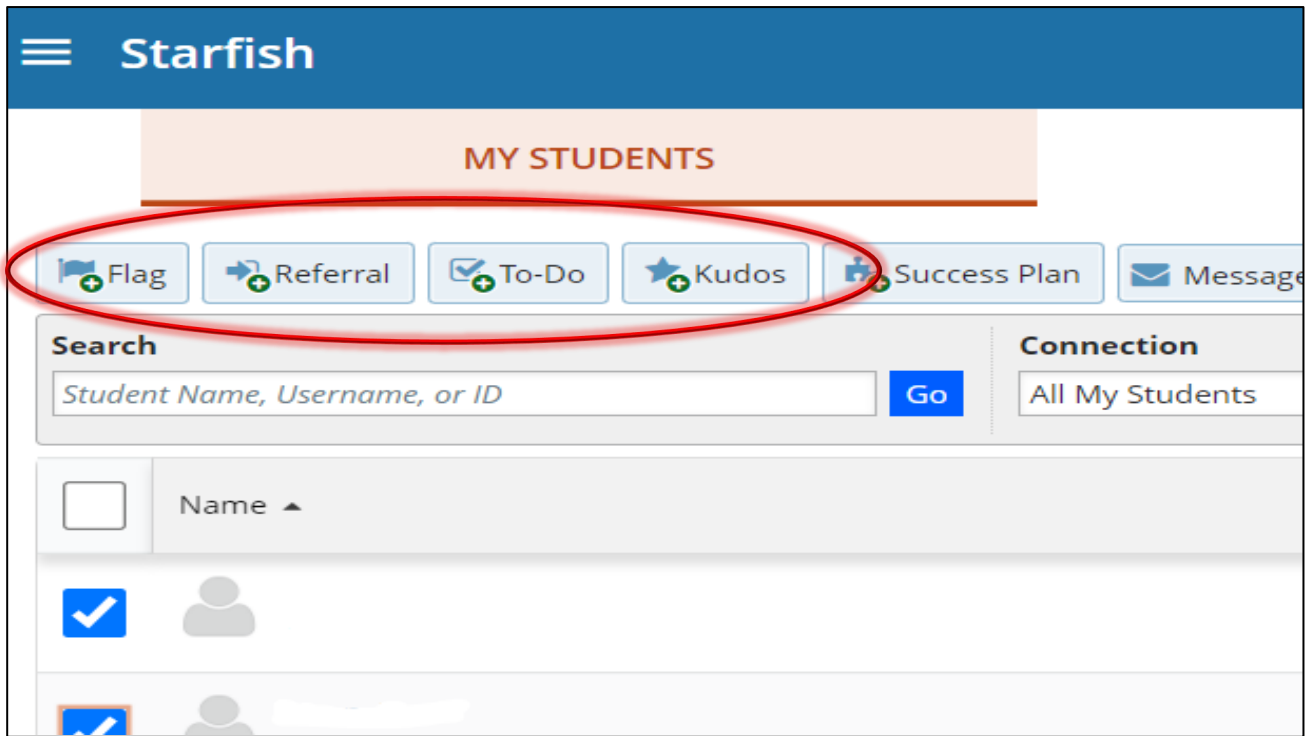
You can search for your students in 2 ways:

- In the "Search" field, type the student's name or CSU ID number
- Search for students by your "Connection" – in this case, by individual course section

*NOTE: The "term" field must be set to "Active" or the specific term you are searching for!



3. Check the box to the left of the student's name you want to raise a tracking item for. Then, select the item you want to raise.



4. A box will come up and require you to fill in the fields. This will look different depending on the tracking item you select. In general
- Select the type of flag/kudo/referral/to-do
 - Add the course the tracking item is associated with (if there is one)
 - Add comments about why you raised the tracking item
 - Click "Save".

The image shows a screenshot of a dialog box titled 'Raise Flag for'. The dialog box has a title bar with a star icon and a close button. Below the title bar, there are two buttons: 'Never Mind' and 'Save'. The main content area contains three fields: 'Flag' (a dropdown menu), 'Course Context' (a dropdown menu with the text 'Select a Course...'), and 'Comment' (a text area with the placeholder text 'Add comments indicating why the Flag item is being created.'). Below the text area, there is a 'Permissions' section with a lock icon and the text 'A tracking item must be selected to determine the sharing permissions'. At the bottom of the dialog box, there are two buttons: 'Never Mind' and 'Save'. A red asterisk and the text 'Required fields' are located at the bottom left of the dialog box.

* If you've raised a flag and you're wondering what will happen to it now, check our Flag Protocols Guide at <http://www.csuohio.edu/sites/default/files/Flag%20Protocols.pdf>

Item Type	Name	Description
ACADEMIC FLAG	TAKE ACTION: Academic Concern	This flag is raised when other academic flags are not applicable. The email template will provide details of the concern. Please provide details that led to this flag in the comment section.
ACADEMIC FLAG	TAKE ACTION: Attendance Concern	(This description is not seen by student but seen by someone raising the flag) Please share the number of days the student has missed, the last date of attendance, and any other information relevant to this concern.
ACADEMIC FLAG	EA Student Meeting	Flag used by education abroad to track student interactions.
ACADEMIC FLAG	URGENT: In Danger of Failing	Instructor-raised flag either manually or through the survey to alert the student and their provider(s).
ACADEMIC FLAG	Improve Class Participation	This flag is raised when an instructor indicates that a student is frequently unprepared for and/or not participating adequately in a class.
ACADEMIC FLAG	Improve Quiz/Test Scores/Assignments	This flag is raised when a student has earned disturbingly low quiz or test scores. The email template used with it advises the student to see the instructor to discuss how future grades might be improved. Please provide the dates and scores that led to this flag being raised in the flag comments.
ACADEMIC FLAG	TAKE ACTION: Never Showed Up To Class	Student has never attended class
ACADEMIC FLAG	Withdrawal Alert	This flag is automatically raised by the system when a student withdraws from a course.
ACADEMIC FLAG	Success Contract	This is a flag that is raised for students that have completed an Academic Success Contract. An Academic Success Contract is required by Undergraduate Studies for students that are on Academic Warning or Probation.
ACADEMIC FLAG	TAKE ACTION: 3 or more active flags	This flag automatically raises when a student has three or more active flags of any type that were manually raised.
ACADEMIC FLAG	2 student absences in a course	This flag automatically raises when a student accumulates 2 unexcused absences in a single course.
ACADEMIC FLAG	3 student absences in a course	This flag automatically raises when a student accumulates 3 unexcused absences in a single course.
ACADEMIC FLAG	TAKE ACTION: 4 student absences in a course	This flag automatically raises when a student accumulates 4 unexcused absences in a single course.
ACADEMIC FLAG	URGENT: 6 student absences in a course	This flag automatically raises when a student accumulates 6 unexcused absences in a single course.
ACADEMIC FLAG	URGENT: Student flagged 6 times	This flag automatically raises when a student has six or more active flags of any type that were manually raised.
ACADEMIC FLAG	Missing Assignment(s)	This flag is raised when a student is missing one or more assignments in class. The email template will provide details of the concern. Please provide details that led to this flag in the comment section. The student will be notified when this flag is raised.
SOCIAL FLAG	CARE Team - Alert	Student under CARE Team guidance and needs to contact magnusacts@csuohio.edu as soon as possible.
KUDO	Keep up the good work	Used to encourage students doing well so far

KUDO	Kudo for...	Faculty and staff can use this tracking item to send a custom Kudo, a positive note, to a student for any reason they see fit.
KUDO	Showing improvement	Raised when students quality and/or quality of work has shown recently shown significant improvement.
REFERRAL	Study Abroad	Internal referral for students indicating interest in Study Abroad/National Student Exchange programs. CISP will follow up with student to advise on process.
REFERRAL	TASC Success Coaching	Referral initiated by instructor or advisor to schedule an appointment with a success coach.
REFERRAL	TRIO Interest	Student that has expressed interest in the TRIO program. Typically during the orientation.
REFERRAL	TRIO: Referral to a TRIO tutor	Referral used by a TRIO advisor to refer a student to a TRIO tutor.
REFERRAL	Tutoring Exception for SI	Referral made in exception for SI attendance.
REFERRAL	Software Coaching	Referral initiated by instructor or advisor to get help with basic computer and software skills (e.g. Microsoft Office suite, Zoom, Blackboard).
REFERRAL	Math Learning Center (MLC)	Referral to the Math Learning Center.
TO-DO	CCP Advising Feedback	CCP Advising Survey to assess our support services.
TO-DO	Check your Starfish and CampusNet Account	Advising Success Plan To-Do encouraging students to use Starfish.
TO-DO	Contact your Advisor: Academic Performance	Advising staff can raise this flag. Please provide additional comments.
TO-DO	Contact your Advisor: Attendance	Advising staff can raise this flag. Please provide additional comments.
TO-DO	Contact your Advisor: Class Scheduling	Advising staff can raise this flag. Please provide additional comments.
TO-DO	Contact your Advisor: Midterm Grades	Advising staff can raise this flag. Please provide additional comments.
TO-DO	Develop a Graduation Plan	Encourages students to talk with their advisors as they progress toward graduation.
TO-DO	Exploratory Advising Feedback	Exploratory Advising Survey to assess our support services.
TO-DO	Explore and Verify your Major	We want to make sure that you are in the appropriate major. Discuss your choice with your advisor.
TO-DO	First Year Advising Feedback	First Year Advising Survey to assess our support services.
TO-DO	Go to class!	Class attendance on a regular basis is the first step toward academic success.
TO-DO	Incoming Credit	Submit AP Test Scores / CCP / Any Other College Credit
TO-DO	Make Money Matter	Advising Success Plan To-Do for students to create and access a 'GradReady' account
TO-DO	Meet with your advisor	Advising staff can raise this flag. Please provide a reason for the desired meeting in the comments box.
TO-DO	Meet with your TRIO Advisor	TRIO students are required to meet with their TRIO Advisor at least twice a semester. Meeting with your advisor will help you stay on track toward graduation.
TO-DO	Check Degree Audit	Review your degree audit with your advisor to check your progress.

TO-DO	Review your checksheet / degreemap / class schedule with your advisor	Make sure you are enrolled in the appropriate classes to stay on track for your degree completion.
TO-DO	Set up your Starfish profile	Individual to-do.
TO-DO	Study Plan	Make a weekly study plan that sets dedicated time aside, that also fits your life schedule and stick to it.
TO-DO	TRIO Advising Feedback	TRIO Advising Survey to assess our support services.
TO-DO	TRIO Events and Activities	TRIO Success Plan to-do.
TO-DO	TRIO Success Coaching	All freshman students are required to meet with their peer mentor at least once a month.
TO-DO	Use Your Resources!	The university has many resources available: TASC, Math Learning Center, Writing Center, Counseling, etc.
TO-DO	Apply for Graduation	Can be used by an advisor to encourage a student to apply for graduation.