

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

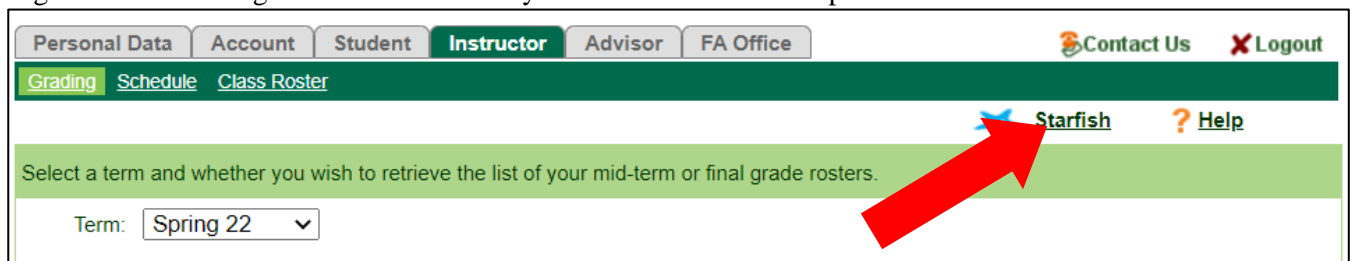
A Flag is used to alert the student and/or staff of a student issue or concern related to a course or other aspect of a student's academic career.


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.

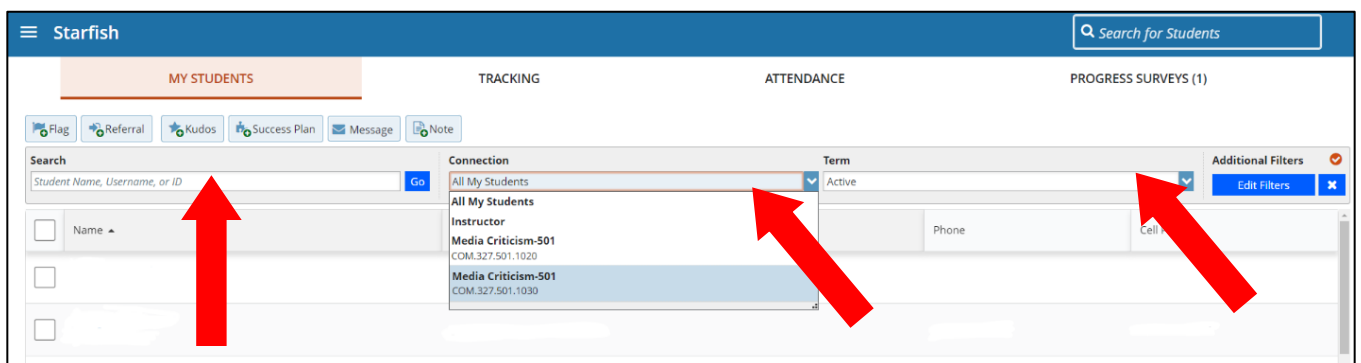


2. Click on the menu options button  in the top-left corner of the screen. Select 'Students'. Click on the "My Students" tab at the top of the page.

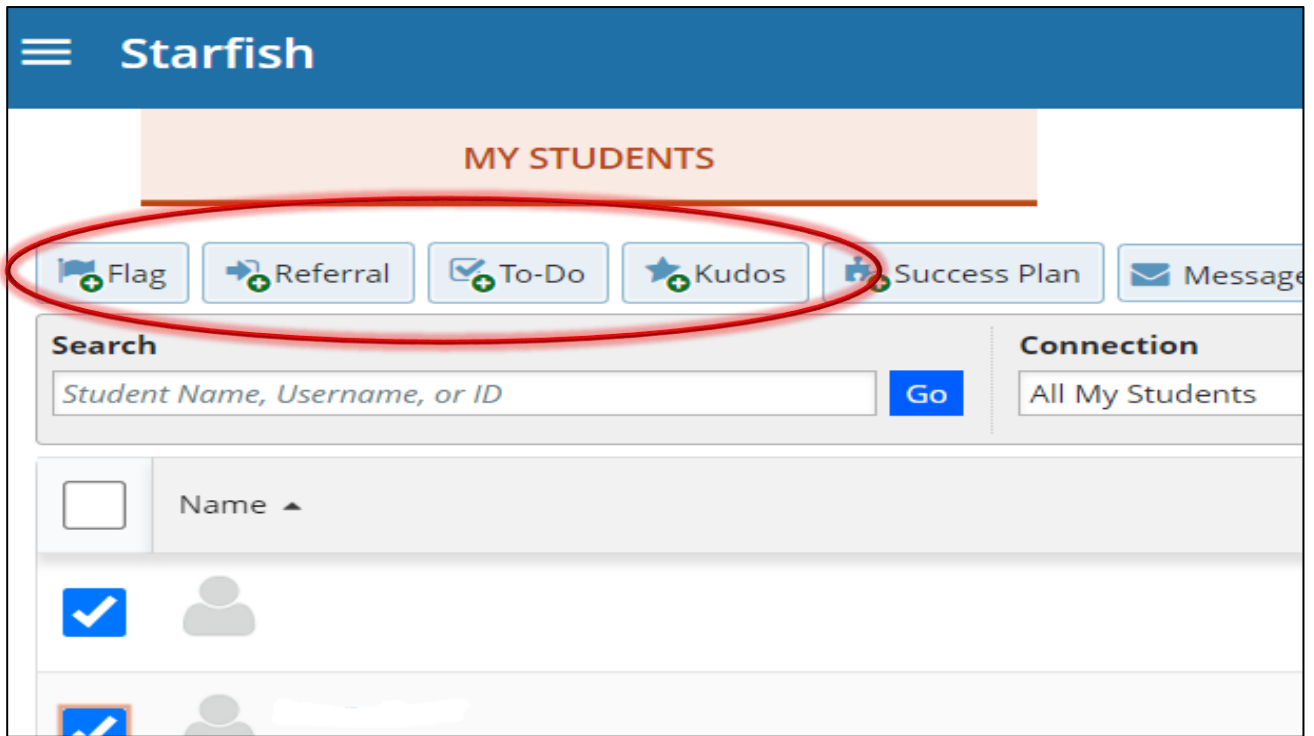
You can search for your students in 2 ways:

- 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

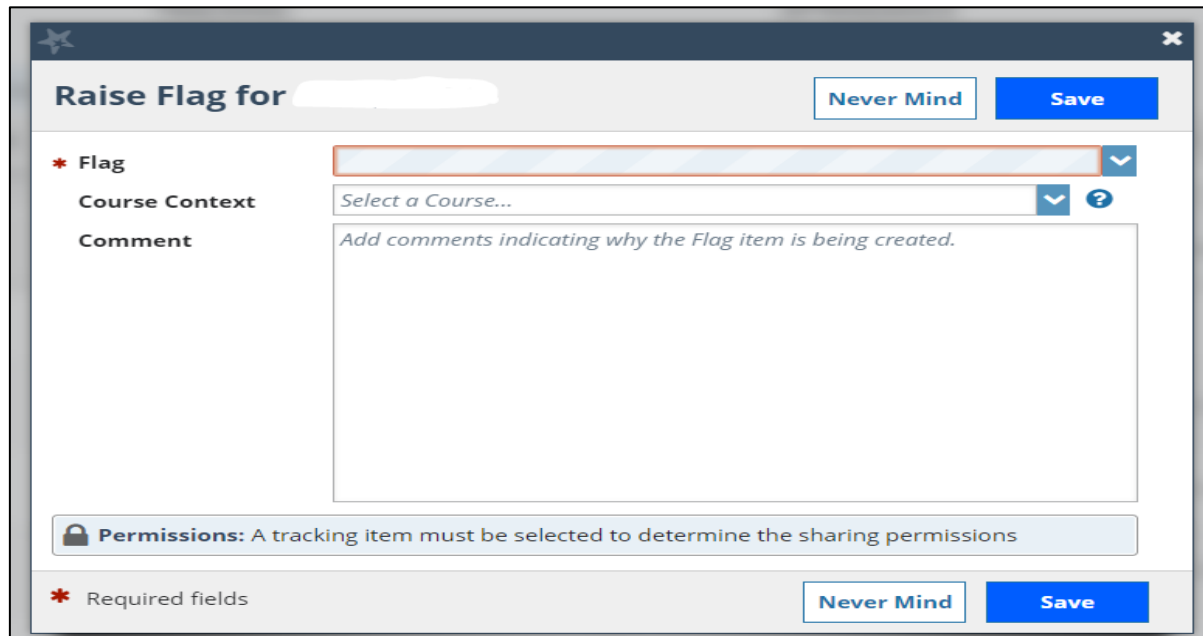
*NOTE: The "term" field must be set to "Active" or the specific term you are searching for!



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".



Item Type	Name	Description
ACADEMIC FLAG	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	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	In Danger of Failing	Instructor-raised flag either manually or through the survey to alert the student and their provider(s).
ACADEMIC FLAG	Low class participation	This flag is raised when an instructor indicates that a student is frequently unprepared for and/or not participating adequately in a particular class.
ACADEMIC FLAG	Low quiz/test scores	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	No show	Student has never attended class
ACADEMIC FLAG	Not Engaging Remotely	This tracking item indicates that a student has not engaged with remote learning. Students do not receive any automated emails or messages about this tracking item being raised. Student Support Staff use this flag to help identify students that are not engaging with their coursework remotely.
ACADEMIC FLAG	Students Current Grade	Athletics Survey: This item is used by CSU athletics to monitor student progress in each course the student is enrolled in.
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.
FINANCIAL FLAG	FY20 Tech Concern	Student in need of technology to study remotely
FINANCIAL FLAG	Scholarship Credit Hour Exemption Request	Flag raised on students taking less than 30 credit hours, who are on an institutional scholarship, and should be reviewed for credit hour requirement.
SOCIAL FLAG	CARE Team - Alert	Student under CARE Team guidance and needs to contact magnusacts@csuohio.edu as soon as possible.
SOCIAL FLAG	FY20 Interested in On-Campus Experience	Indicator for incoming first year students, if they are interested in coming to campus in person.
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	LASSI! You did it!	Congratulations! You have successfully completed the LASSI challenge!
KUDO	Showing improvement	Raised when students quality and/or quality of work has shown recently shown significant improvement.
REFERRAL	Career Services	This is a referral to Career Services.
REFERRAL	Counseling & Academic Success Clinic	This is a referral to the Counseling Center.
REFERRAL	Engineering Co-op	Referral for students interested in engineering co-op.
REFERRAL	Generic Services Referral	First Year Advising Generic Referral to on campus services.
REFERRAL	Mosaic House	Referral to Navigators and Multicultural Coordinators
REFERRAL	NEOMED-CSU Partnership Bacc/MD	Internal referral for freshman and sophomore students indicating interest in NEOMED-CSU Partnership program.
REFERRAL	OpSTEM/LSAMP/SPTs	Referral to the OpsSTEM Service Center
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	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.
TO-DO	Apply for Graduation	Can be used by any advisor to encourage a student to apply for graduation.
TO-DO	ASC 101: Attend a Common Reading Event	Introduction to University Life instructors and the coordinator can raise this to-do (plan). This is used to encourage students to register and attend one of the common reading events on campus. Refer the students to the library common reading event website to register for an event. http://library.csuohio.edu/cr/ Deadline April 22, 2013
TO-DO	ASC 101: Attend Grad Express session	Introduction to University Life instructors and the coordinator can raise this to-do (plan). This to-do informs the students of the need to be present at the scheduled class activity on the Grad Express Degree Audit system. Student should discuss any questions or concerns with their instructor. Deadline March 26, 2013

TO-DO	Attend specialized programming	CCP Success Plan
TO-DO	CCP ACADEMIC EMERGENCY CUM GPA < 2.25	CCP Success Plan
TO-DO	CCP Advising Feedback	CCP Advising Survey to assess our support services.
TO-DO	Check Grad Express Degree Audit	Advising Success Plan To-Do encouraging students to check degree audit.
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	Document HS Requirements	CCP Success Plan
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	Explore Mandel Honors College	CCP Success Plan
TO-DO	First Year Advising Feedback	First Year Advising Survey to assess our support services.
TO-DO	Focus	This to-do is a two-part action: 1. Complete the Focus evals: a. Academic Strengths b. Work Interests 2. Follow-up conversation, post-eval about the results
TO-DO	Go to class!	Class attendance on a regular basis is the first step toward academic success.
TO-DO	Go to the Major Fair!	The Major Fair will help students decide what path to choose in their university life.
TO-DO	Incoming Credit	Submit AP Test Scores / CCP / Any Other College Credit
TO-DO	KeyBank Scholars Appointment Survey	We would like to learn about your appointment experience in you KeyBank Scholar support appointment.

TO-DO	LASSI Follow up	You have successfully completed the LASSI challenge. Now that you know your study habits, let's meet to discuss your results. Use Starfish to schedule an appointment.
TO-DO	Make an appointment with your coordinator	CCP Success Plan
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	Retake national assessments	CCP Success Plan
TO-DO	Review Degree Audit	Review your degree audit with your advisor to check your progress.
TO-DO	Review your checksheet / degree map / 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	Take CSU placement tests	CCP Success Plan
TO-DO	Take the LASSI Challenge!	LASSI is an assessment that measures your study habits and behaviors. Taking this assessment will enter you into a raffle. Click on your Success Network to sign up for a LASSI Challenge event!
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 CSU academic supports	CCP Success Plan
TO-DO	Use CSU study skills and interest surveys	CCP Success Plan
TO-DO	Use Your Resources!	The university has many resources available: TASC, Math Learning Center, Writing Center, Counseling, etc.