

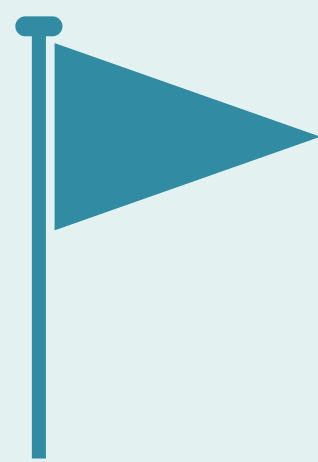
What Happens When I Raise a Flag or Kudo in Starfish?

Flag: alerts the student and/or staff of a student issue or concern related to a course or to some other aspect of the student's academic career. Often a Flag triggers an email to the student about the Flag, with comments that were made by the person who raised the Flag. Flags might also trigger email notifications to staff members.

Kudos: acknowledges positive progress/achievements of students. Kudos almost always include an email to the student with the comments of the person who is adding the Kudos.

1 Flag or Kudo is Raised in Starfish by an instructor

The flag populates in the Starfish Student file, and is visible to the contacts in their Success Network (Faculty Advisor, Secondary Advisor)



2 Level 1 Flags:

An automatic email is sent to the student and contacts in their Success Network (Faculty Advisor, Secondary Advisor)

Level 1 Flags: Attendance Concern; Low Participation; Low Test/Quiz Scores

3 Level 2 Flags:

Step 1: An automatic email is sent to the student and contacts in their Success Network (Faculty Advisor, Secondary Advisor)

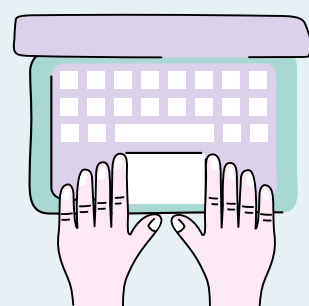
Step 2: **For First-Year students:** A CAAS Advisor will reach out to the student to address the concern and document the outcome in Starfish.

For Sophomores, Juniors and Seniors: The Faculty Advisor will perform appropriate follow up to the concern and document the outcome in Starfish.

Level 2 Flags: In Danger of Failing, Behavioral Concern

4 Interventions are documented

The CAAS Advisor or Faculty Advisor who meets with the student can document the outcome of their session with the student in Starfish—notes will be visible to contacts in the student's Success Network.



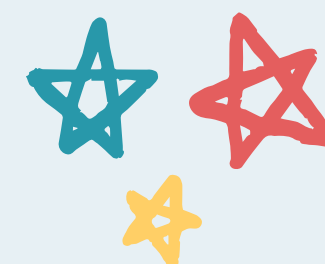
5 Clear the Flag

Once the flag has been addressed and the concern resolved—the individual who met/made contact with the student can “Clear” the flag.



Intent Behind Flags & Kudos

Starfish Flags and Kudos are intended to serve as a nudge of encouragement for students to “keep up the good work” (Kudos) or to connect with someone within their Success Network to check in on their progress (Flags).



Helpful Resources

UMES Starfish Resource Page:
<https://www.umes.edu/CAAS/Pages/Starfish/>

[Want to Learn More? Click Here to Submit a Starfish Training Request for yourself or for your department!](#)

