



Greetings,

It is hard to believe but it's already mid-semester and time for Advising! Now is a great time to have fruitful conversations with our students about their academic progress. UMES Faculty have been engaged with **Starfish** this semester and providing very helpful feedback in regards to the progress of the students in their courses by raising flags and kudos. There is a **Progress Survey** currently open for targeted General Education courses and we are hoping for a high response rate from those faculty who received it. Our Early Alert Progress Survey that went out during Week 3 of the semester generated 1,244 tracking items to inform students of their progress in their courses so far—773 (62%) were 'Kudos' which are encouraging notes to students to let them know that they are "Off to a Great Start!"

This is the perfect time for you to log into Starfish during your meeting with students and **review the flags you have raised for students in your class or flags raised by others for your advisees.**

Where can I find information about flags raised on my students?

The *Tracking* tab within the *Students* area lists the flags (and kudos) that have been raised on your students. Use the filters provided to filter your list based on your connection to the students. For example you can filter to your role as advisor vs. your role as instructor, or as an instructor to one of your specific course sections.

Your advisee received a Flag or Early Warning, now what?

After connecting with a student about the concerns that triggered the flag, the instructor, advisor, or support staff can "close the loop". This is recommended as a way to let other members of the student's Care Team know that this flag was addressed. To close the loop follow the instructions below:

1. Visit the *Tracking* tab on the *Students* section of Starfish
 2. Select the box next to the student's name and then click "Resolve" from the top menu. Or hover over the orange flag icon & click 'Clear.'
- If you have raised "Attendance Concern" or "Low participation" flags, and can now say that the student has been attending and participating—you can **clear the flag**.
 - If you see flags for your advisees that are considered 'critical' flags (In Danger of Failing/Don't Go Off Path; Missing/Late Assignments; Student Not Submitting Assignments), you can make outreach to those students and add a 'comment' on the flag in Starfish to document it. Once you connect with that student through email, phone or in person—**clear the flag**.
 - You can also clear or resolve flags **in bulk** by selecting multiple students in your 'Students' section under the 'Tracking' tab and clicking 'Resolve.'

I encourage you to review the linked videos below to prepare for your upcoming advising sessions (*make sure your hours of availability are set up in Starfish so that your students can make appointments*), and please know that if you need assistance or want to learn more, you can always contact me directly and/or review the [UMES Starfish Resource page](#) for many helpful guides, videos and FAQ.

[Preparing for a Productive Advising Session Using Starfish](#)

[Closing the Loop & Clearing Flags](#)

[Setup office hours - Will allow students to make appointments with you!](#)

With Hawk Pride,

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Ask me how **Starfish** can support you!

[UMES-Starfish Resources Page](#)