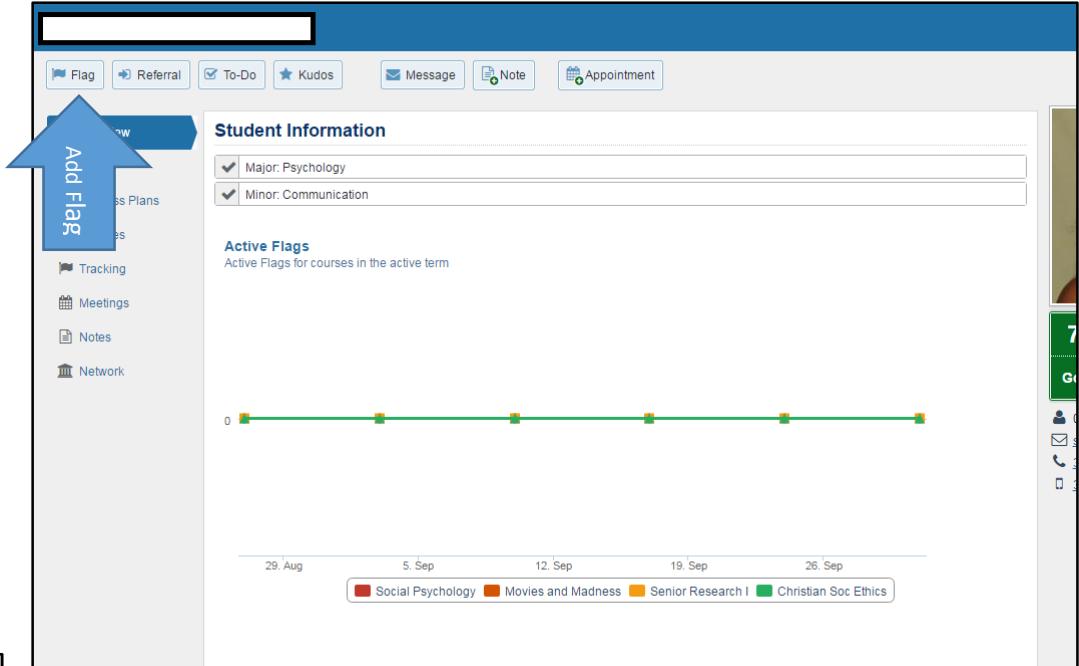


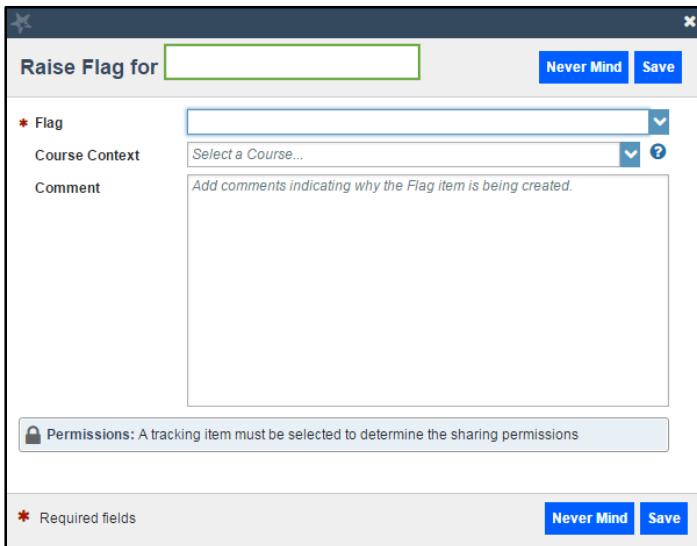
Raising Flags and Giving Kudos

To Raise A Flag:

1. Go to the student file, and click on the Add Flag button.



The screenshot shows the Starfish software interface. On the left, there is a sidebar with various icons: Flag, Referral, To-Do, Kudos, Message, Note, Appointment, New, Class Plans, Classes, Tracking, Meetings, Notes, and Network. A large blue arrow points upwards from the bottom of the sidebar towards the 'Flag' icon. The main area is titled 'Student Information' and shows two checked boxes: 'Major: Psychology' and 'Minor: Communication'. Below this is a section titled 'Active Flags' which displays a timeline from 29. Aug to 26. Sep. The timeline shows several small colored squares representing different courses: Social Psychology (red), Movies and Madness (orange), Senior Research I (yellow), and Christian Soc Ethics (green). A legend at the bottom identifies these colors.



The screenshot shows a modal dialog box titled 'Raise Flag for'. It contains the following fields:
Required Fields:
 * Flag (dropdown menu)
 Course Context (dropdown menu 'Select a Course...')
 Comment (text area)
 Permissions: A tracking item must be selected to determine the sharing permissions
 * Required fields
 Buttons: Never Mind, Save

3. Choose the Flag Type you would like to raise. A full list is available on the website under “Flag Descriptions and Notifications.”
4. If the flag is being raised for a particular course, indicate that in the Course Context drop-down.
5. Include any comments that would help another faculty or staff member as they provide support to the student.

6. Once you've chosen a flag, you will also see a light-blue shaded box at the bottom of the flag.

That box will tell you whether or not a student can view the flag. If the student can view the flag, they will also be able to view any notes you included in the comments section.

It also includes the permissions for others who can view this flag and the notes you include.

7. Once you have finished adding comments and are satisfied with this flag, click save.

The screenshot shows the 'Raise Flag for' dialog box. At the top, there's a search bar and two buttons: 'Never Mind' and 'Save'. Below that, the 'Flag' field is set to 'Attendance Concern'. The 'Course Context' dropdown is set to 'No Course'. Under 'Assignee', the 'Unassigned' radio button is selected. There's a 'Comment' section with a placeholder: 'Add comments indicating why the Flag item is being created.' A large blue arrow labeled '#6' points down to the bottom section. This section contains a lock icon and the text: 'Student View: The student can view this item and the notes entered above.' It also lists 'Permissions' for roles like Academic Advisor, Academic Affairs Leadership, Academic Support, Athletic Coach, and Residence Life Leadership. A 'More...' link is available. A blue arrow labeled '#7' points left from this section towards the 'Save' button at the bottom right.

Raise Flag for

* Flag Attendance Concern

Course Context No Course

Assignee Unassigned

Comment Add comments indicating why the Flag item is being created.

#6

🔒 Student View: The student can view this item and the notes entered above.

🔒 Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- Academic Advisor
- Academic Affairs Leadership
- Academic Support
- Athletic Coach
- Residence Life Leadership

More...

* Required fields

Never Mind Save

#7

To Add Notes to a Raised Flag:

1. Once a flag has been raised, you can add comments as needed (as you gather information about that student or have updates about that particular issue).
2. To see the detailed comments on a flag, click the plus sign to expand it.

The screenshot shows a software interface for tracking student concerns. On the left, a sidebar lists navigation options: Overview, Info, Success Plans, Courses, Tracking (which is selected), Meetings, Notes, and Network. The main area is titled 'Inbox' and displays a table of flagged items. A blue arrow points to the second item in the list, which is highlighted with a blue box and labeled '#2'. The item details are: Item Name: General Academic Concern, Status: Resolved, Created: 09-26-2016 by York, Jenna via Survey. The context is Anatomy & Phys I (BIO_210_03_LECT_offering_2016-FALLUG). A comment 'Keep Up the Good Work' is visible next to the item.

Item Name	Status	Created	Due	Assignee	Context
General Academic Concern	Resolved	09-26-2016 by York, Jenna via Survey		Kennedy, Tammi	Anatomy & Phys I (BIO_210_03_LECT_offering_2016-FALLUG)
Missing or Late Assignments	Resolved	09-26-2016 by Mason, Scott via Survey		Kennedy, Tammi	Foundations of Chem (CHE_110N_Lab8_LAB_offering_2016-FALLUG)
General Academic Concern	Resolved	09-21-2016 by Wyss, William via Survey		Kennedy, Tammi	Psychological Sci (PSY_110S_04_LECT_offering_2016-FALLUG)
Keep Up the Good Work	Resolved	09-19-2016 by Johnson, Nicole via Survey			Psychological Sci (PSY_110S_04_LECT_offering_2016-FALLUG)
Conditional Admit	Active	09-15-2016 by Williams, Janice			First Year Seminar (FYS_100_38_SEM_offering_2016-FALLUG)

3. To add a note to this flag, hover over the orange flag sign.

The screenshot shows a detailed view of the flagged item from the previous screen. A blue arrow points to the orange flag icon next to the item name 'General Academic Concern'. The expanded view shows:
- Date: 09-26-2016
- Author: York, Jenna
- Comment: Raise Comment
- Detail: Difficulty with first exam
- Action: Assigned to Kennedy, Tammi
- Date: 09-29-2016
- Author: Williams, Janice
- Comment: Follow-up 10/3/16
- Detail: [Redacted] shared that he studied the wrong information on the first exam but now knows what he did wrong. Finding time in his schedule to study the right information in the right way, and talking with Prof. York, have helped him feel more confident in his work this semester in BIO.
- Date: Today
- Author: Kennedy, Tammi
- Note: [Redacted]
- Item Name: Keep Up the Good Work
- Status: Resolved
- Created: 09-26-2016
- Context: Foundations of Chem (CHE_110N_Lab8_LAB_offering_2016-FALLUG)

The screenshot shows the 'Academic Concerns' section of a software interface. On the left, a sidebar lists 'Info', 'Success Plans', 'Courses', 'Tracking' (which is selected), 'Meetings', 'Notes', and 'Network'. The main area displays a table of flagged items:

Item Name	Status	Created
General Academic Concern	Resolved	09-26-2016 by York, Jenna via Survey
Missing or Late Assignments	Resolved	09-21-2016 by Wyss, William via Survey
General Academic Concern	Resolved	09-21-2016 by Wyss, William via Survey

Below the table, there are three buttons: 'Edit', 'Comment', and 'Re-assign'. The 'Comment' button is highlighted with a blue arrow labeled '#4'. The 'Edit' button is highlighted with a larger blue arrow labeled '#5'.

4. If you have created this flag, you can edit it using the “Edit” button.

5. If you want to add a comment, click the “Comment” button.

4. Once you click “Comment,” you can create a note.

5. You can choose to send a copy of the note to yourself, to the student, or to the flag raiser. The only way the student can view the note is if you send them a copy.

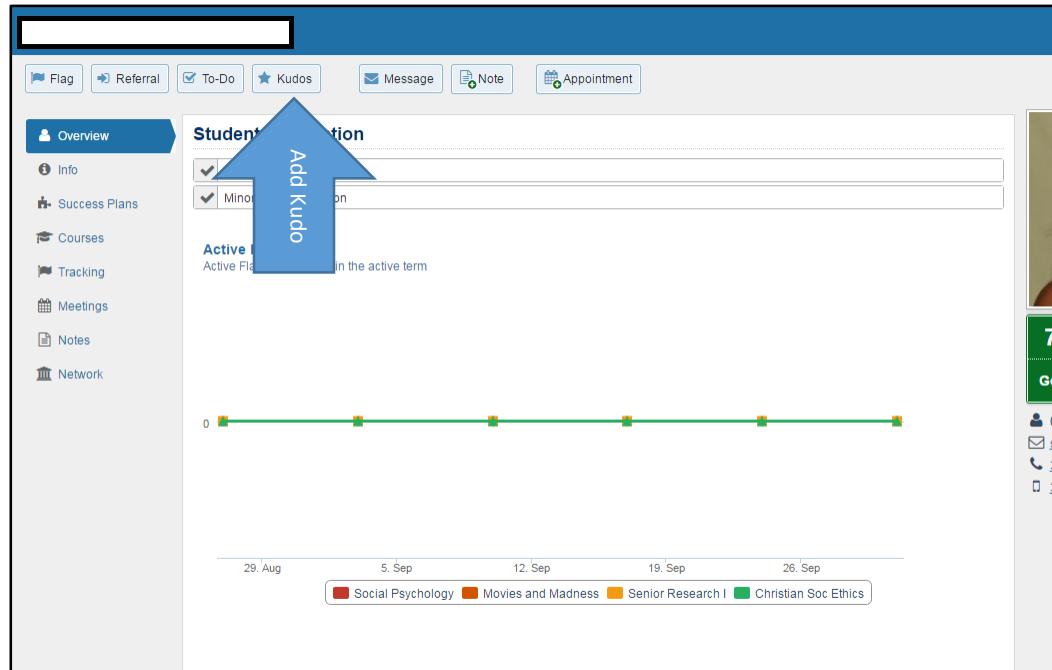
6. Once you are finished, click “Submit”

The screenshot shows a 'Create Note' dialog box. It has fields for 'Subject' and 'Note'. Below the note field are three checkboxes: 'Send copy of note to yourself', 'Send copy of note to student', and 'Send copy of comment to flag raiser'. At the bottom, a note says '* Required fields'.

To Give a Kudo:

1. Go to the student file, and click on the Add Kudo button.

2. It will open a window for you to select your kudo.

A screenshot of a modal dialog box titled 'Create Kudos for'. It has fields for 'Kudos' (with a dropdown menu), 'Course Context' (with a dropdown menu), and 'Comment' (a text area). At the bottom, there are 'Never Mind' and 'Save' buttons. A note at the bottom says 'Permissions: A tracking item must be selected to determine the sharing permissions'. A red asterisk indicates required fields. The background shows a portion of the student information system interface.

3. Choose the Kudo you would like to give. A full list is available on the website under "Kudo Descriptions and Notifications."
4. If the kudo is being raised for a particular course, indicate that in the Course Context drop-down.
5. Include any comments that you would like to add.

6. Once you've chosen a kudo, you will also see a light-blue shaded box at the bottom of the flag.

Students can always view kudos, and are always emailed upon receiving them. They can also view any notes you included in the comments section when you raised the flag.

This box also shows you who else can view the flag and any included comments.

7. Once you have finished adding comments and are satisfied with this flag, click save.

The screenshot shows a 'Create Kudos' dialog box. At the top right are 'Never Mind' and 'Save' buttons. The main area has fields for 'Kudos' (set to 'Kudos to You!'), 'Course Context' (set to 'No Course'), and a 'Comment' text area. Below this is a light blue shaded box containing information about student view and permissions, with a 'More...' link. At the bottom are 'Required fields' (marked with a red asterisk) and 'Never Mind' and 'Save' buttons.

Create Kudos for [REDACTED] Never Mind Save

* Kudos: Kudos to You! ▼ ?

Course Context: No Course ▼ ?

Comment: Add comments indicating why the Kudos item is being created.

🔒 Student View: The student can view this item and the notes entered above.

🔒 Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- Student Affairs Leadership
- Residence Life Leadership
- Student Services Support
- Student Affairs Staff
- Counseling Services Provider/ADWE Provider

[More...](#)

* Required fields Never Mind Save