Overview for Credit Instructional Faculty

Starfish Early Alert Allows Faculty to Communicate with Students
- Mandatory Progress Surveys for students in Athletics, DSPS, EOPS, ISSP, and those who are on academic probation (week 6 through the start of week 8)
- Optional Progress Survey for all students (week 3 through the start of week 5)
- Available any time in the semester for all general population students

Flags and Kudos
- **Five Flags:** Attendance Concern, Low Scores, Missing Assignments, Suggestion to Improve Performance, and In Danger of Failing
  - Use the first four to communicate with your students to help them get back on track.
  - The fifth flag, In Danger of Failing, goes to the student as well as to an academic counselor or special program advisor: the student will be contacted and asked to come in for academic planning.
  - Edit suggested language for the auto-generated email notification in order to give your students specific information about what they need change and to communicate in your own voice.
  - The In Danger of Failing Flag requires a specific comment from the instructor in order to make the meeting with the counselor or special program advisor more valuable.
- **Four Kudos:** Keep Up the Good Work, Outstanding Academic Performance, Outstanding Performance, and Showing Improvement
  - Raise kudos in order to recognize students when they are performing well in your classes.
  - Add an individual comment to the suggested language for the auto-generated email notification so that your recognition will be more meaningful.
- **Six Referrals:** Academic Counseling, Drop-In Tutoring, EOPS, Gateway Tutor Referral, Math Lab, and Writing Center
  - Direct your students to seek the help they need
  - Edit suggested language for the auto-generated email notification in order to personalize your referral

How to Access Starfish
- Via Pipeline: See Starfish link at the top or go to Faculty → Class Management → See Starfish link on the right
- Via Canvas: Enter any class and find Starfish near the bottom of the menu on the left under "Home"

Resources and Support
- SBCC Starfish Website at http://www.sbcc.edu/starfish/ (especially see *Raising Flags and Kudos* on the Instructional Resources tab)
- Email the **SBCC Starfish Support Team** from the SBCC Starfish Website