INSTRUCTIONS to Manually Raise an Early Alert flag, make a Referral, or submit a Kudo in STARFISH

Logon to Starfish, either through BlackBoard logon, or the stand alone link.

Click on the Students tab at top, then My Student tab immediately below.

In the Connection: field, select your course from the list or select All My Students

The Term field should read: Active

In the Search: field, type in the first few letters of the student’s last name, click Go

The students registered in your course should appear in the list

Locate the student for whom you wish to raise a flag, make a referral, or submit a kudo

Check the box next to the student’s name

Click on Flag, Refer, Add Kudo (third row of blue buttons at the top) as appropriate.

Complete requested information and submit.

You will receive an email confirming the action.
The student will receive an email notifying him or her that a flag, referral, or kudo has been raised in Starfish with instructions to contact you and/or the advisor to get more information.
The Early Alert administrator will receive an email notification with full details.
If you made a referral, the designated department contact will receive an email notification and your contact information.
If you create a kudo, the email to the student includes your comments.

BEST PRACTICE NOTE: Raising an Alert Flag or making a Referral should be an action step in the process of identifying and intervening a potential roadblock to students’ academic success. A direct conversation, either in person or through email (or other electronic means) should always be a part of the identification/intervention process.