

STARFISH TRACKING ITEMS

Flags

Flag Name	Description	Raise By:	Responsible for Follow Up:	Cleared By:	Who is Notified?
Participation Concern	Raise this flag when a student isn't participating in the course regularly. Instructor is to clear the flag when the student participates.	Instructor	Student	Instructor	Student, Adviser
Grade Concern	Raise this flag when there is a concern on a student's current grade; whether it's the overall grade or a specific assessment.	Instructor	Student	Instructor	Student, Adviser

Kudos

Kudos Name	Description	Raised By:	Responsible for Follow Up:	Cleared By:	Who is Notified?
Outstanding Academic Performance	Raise this kudo when a student has outstanding academic performance.	Instructor	N/A	Automatically cleared at end of term	Student
Keep Up the Good Work	Raise this kudo for students who are performing well.	Instructor	N/A	Automatically cleared at end of term	Student
Showing Improvement	Raise this kudo when a student has shown improvement.	Instructor	N/A	Automatically cleared at end of term	Student

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To-Do

To-Do Name	Description	Raised By:	Responsible for Follow Up:	Cleared By:	Who is Notified?
Meet with Your Adviser	Send to student to have them meet with their adviser.	Instructor or NTC Staff	Student	Starfish User who had meaningful interaction with student	Student, Adviser
Follow-Up	This to-do can be assigned to a student by any faculty, staff or adviser to encourage the student to follow-up with another area of the college. Flag should be lowered by the party with who, the student completes the follow-up.	Instructor or NTC Staff	Student	Starfish User who had meaningful interaction with student	Student, Adviser

Referral

Referral Name	Description	Raised By:	Responsible for Follow Up:	Cleared By:	Who is Notified?
Tutoring Referral	Use this to refer a student to tutoring services.	Instructor, Instructional Assistant	Student, NTC Staff	NTC Staff, Instructor	Student, NTC Staff
Instructor Referral	This referral is raised by staff who refer a student to speak with their instructor. This should be used for course related items only and the course context must be chosen.	NTC Staff, Adviser	Student, Instructor	Instructor	Instructor, Student

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Counseling Referral	Use this referral to refer students to Peaceful Solutions Counseling Services.	Instructor, NTC Staff	Adviser, Instructor	NTC Staff that makes meaningful contact.	Student, Adviser
Advising Referral	Faculty or staff can choose this option to refer a student to an adviser to speak about their grades, academic plan, goals and resources.	Instructor, NTC Staff	Adviser	Adviser	Student, Adviser