


# Tracking Comments & Example Emails


When creating comments on a flag to the student, there is no need to address the student. A personal generated message will be created that addresses the student.




Please be mindful and keep the comments concise, straight-forward, and factual. Please refrain from including personal opinions and inappropriate language/content in the comments as this is information that a student may request.

These are samples of what the student sees when a flag has been raise:

## Participation Concern flag





**gruetzmacherr@ntc.edu**  
Thu 11/9, 11:05 AM  
Southworth, Amy L 

 Reply 

Inbox

You forwarded this message on 11/15/2017 1:18 PM

 Action Items 

Dear Amy Southworth,

You have been assigned a Participation Concern notice in COLLABORATIVE COMPUTING.

I believe that you can be successful in your academic studies and know that consistently participating in class is the first step to accomplishing your goals. Not participating regularly in courses can affect your grades and academic performance. It is not too late to change your participation habits.

Here are my additional comments:  
*Test flag #2.*

NTC has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact me, or consider contacting your advisor for resources and suggestions for improvement.

We care about your success!

Sincerely,

Raymond Gruetzmacher

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## Tracking Item Messages

### Grade Concern flag

[Starfish] Grade Concernin COLLABORATIVE COMPUTING



gruetzmacherr@ntc.edu

Today, 10:40 AM

Southworth, Amy L. ✕



Reply | ▾



Action Items



Dear Amy Southworth,

Based on your course grades, you've been flagged for a Grade Concern in COLLABORATIVE COMPUTING. It is not too late to improve your overall grade in this class!

Here are my additional comments:

*This is a test flag to view a grade concern email to the student.*

NTC has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact me, or consider contacting your advisor for resources and suggestions for improvement.

We care about your success!

Sincerely,

Raymond Gruetzmacher

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### I Need Help in a Course flag

Secure | <https://outlook.office365.com/owa/projection.aspx>

Reply | ▾ Delete Junk | ▾ ...

[Starfish] Thank you for raising your hand!



notices@starfishsolutions.com

Today, 10:31 AM

Southworth, Amy L. ✕



Reply | ▾

Inbox

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To always show content from this sender, click here.

Dear Rachel,

We have received the following request:

**Category:** Attendance Concern

**Raised On:** 4/27/2014 11:00 PM CDT

**Your Comments:** Rachel missed 3 classes this month.

Thank you for raising your hand and being proactive in finding assistance. We believe you can be successful!

Sincerely,

Student Success Team

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## Tracking Item Messages

### Advising Referral | Tutoring Referral

#### [Starfish] Advising Referral



gruetzmacherr@ntc.edu

Thu 11/30, 3:35 PM

Southworth, Amy L



Reply | v

Dear Amy Southworth,

We care about your success! Below you will find a referral that I believe will help you succeed. As a student here, we encourage you to take advantage of the resources available to you.

**Referral Name:** Advising Referral

**Course:** COLLABORATIVE COMPUTING

**Comments:** This is a test referral for Amy to do testing with.

**Due Date:** No due date

Sincerely,

Raymond Gruetzmacher

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### To Do

#### [Starfish] To-Do: Meet with your Advisor



notices@starfishsolutions.com

Today, 10:40 AM

Southworth, Amy L



Reply | v

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To always show content from this sender, [click here](#).

Dear Rachel Lands,

I have added a new To-Do to your student folder. Below you will find the details of this task. If you have additional questions, please reply to this email.

**To-Do:** Meet with your Advisor

**Course:** Introduction to Microbiology

**Comments:** I think a conversation with your advisor could be really helpful.

**Due Date:** 4/30/2014 11:00 AM CDT

We care about your success!

Sincerely,

Yasmin Gold

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## Tracking Item Messages

### Keep Up the Good Work | Kudos

[Starfish] Kudos! Keep Up the Good Work in COLLABORATIVE COMPUTING



gruetzmacherr@ntc.edu

Today, 10:40 AM

Southworth, Amy L. ↗



Reply | ▾

Dear Amy Southworth,

Congratulations!

I appreciate your dedication and hard work in the classroom. Keep up the good work!

Here are my additional comments:

*Great job on the 1.x assignment!*

Sincerely,

Raymond Gruetzmacher

gruetzmacherr@ntc.edu

715-803-1223

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