

CSU-Pueblo Starfish Spring 2018 Update

Communication for student success

Kudos: recognize positive performance

Flag: alert student to address academic performance concerns and staff/faculty to provide supportive intervention

Referral: link a student to useful support offices for success (Pack CARES, TRIO, tutoring centers, financial services, residence life)

These will be used both as part of scheduled surveys and at the instructor's discretion during the semester.

More information is available at the Starfish website: www.csupueblo.edu/starfish

No Show reporting will be completed in Starfish for all courses. No Show indicates the student has neither attended class nor contacted the instructor (i.e. a ghost student.) Instructors log into Starfish through PAWS, open the survey and raise a flag for any "no show" student and then submit.

Survey flags	Dates open	Purpose	Emails sent to	Campus action
No Show Warning	Jan 15-22	alert student so actions may be taken	Student	Contact student
No Show DROP	Jan 23-29*	flag students enrolled but absent to inform a DROP from course.	Student Primary Advisor Athletics	Contact student, Drop from course after Jan 29th

Grade Check Performance Surveys will be completed in Starfish for all courses. Instructors open course progress survey in Starfish, mark appropriate performance level kudos or flag listed below for each student's graded coursework (beyond attendance) at time of check and then submit.

Survey Name	Dates open	Purpose(s)
Early Alert	Feb 5-12*	Alert students for early success or intervention
Mid-semester performance	Mar 5-12	Alert students on performance prior to withdrawal date
Late-semester performance (Athletes and TRIO students only)	Apr 9-16	Alert students of grade prior to end of semester, to inform study plans and next semester's enrollment.

Kudos or Flag Name	Meaning	Emails sent to
Excellent performance	working at A level	-
Solid performance	working at B, C or S level	-
Performance concern	working at D level and needs attention	Student
Serious concern (early survey only) OR In danger of failing (mid- and late-semester surveys)	work is not currently passing (potential F or U) immediate attention is needed comments are required from instructor	Student Primary advisor

*Note: CSU-Pueblo Tower site Spring A and Spring B courses will participate only in No Show DROP and Early Alert surveys. These will run on different dates to fit 8-week semester structure.

Manual student reporting: Instructors may enter kudos, flags, or referrals distinct from the scheduled surveys. Additional kudos (Keep up the good work, Improved performance) and a flag (Academic Concern) are also available for this. Emails are sent to students for each of these.

Notification of faculty and staff

Kudos, flags and referrals may be viewed in Starfish according to your role(s) with each of your students.

Primary advisors will receive immediate email notices for No Show DROP and failing grade flags raised for their advisees.

A 3-Flag Call to Action email will be sent to the Primary advisor when a student advisee has accumulated 3 flags.

Instructors will receive email notice when their raised flags have been cleared.

Clear a flag (mark it resolved) or making notes

Instructors and advisors may make notes on flags to document contacts and pertinent information.

Instructors may clear at any time the flags they have raised either manually or during surveys.

Advisors may clear most flag types once they have had successful contact with the student, or if multiple attempts at contact with the flagged student have failed.

When clearing a flag, select a reason. This is used to track success of our reporting and interventions.

Thank you for your participation in Starfish for our students' success!