

# ACADEMIC ALERT @ GMC – Starfish Flag Guide

This guide provides flag names and definitions available in Starfish.

PROGRESS SURVEY FLAGS	<i>These are flags that appear in the Progress Surveys, but can also be raised manually at any point in the term.</i>
Attendance Concern	Instructors can raise this flag to report a student who does not participate in class as expected or continues to be tardy. Online instructors should raise this flag when a student has not participated in the course in more than 7 days. <i>Student receives an email.</i>
Low Quiz/Exam Scores	Instructors can raise this flag to report a student that received a low score on a quiz or exam. <i>Student receives an email.</i>
Low Assignment Scores	Instructors can raise this flag to report a student that received a low score on a graded assignment or discussion forums. <i>Student receives an email.</i>
Missing Graded Activities	Instructors can raise this flag to report a student that has failed to turn in graded work. <i>Student receives an email.</i>
In Danger of Being Withdrawn	Instructors should raise this flag when a student is close to violating the attendance policy. <i>Student receives an email and a Success Coach will contact the student.</i>
In Danger of Failing	Instructors can raise this flag to report a student that may be in danger of failing a course. <i>Student receives an email and a Success Coach will contact the student.</i>
General Concern	Instructors, Advisors, and Success Coaches can raise this flag to report any academic-related issue that does not have a specific flag. <i>Comments are required. Student receives an email.</i>
Keep Up the Good Work	Give a student positive reinforcement on their good work in the course so far. <i>Student receives an email.</i>
MANUAL FLAGS	<i>These are flags that do not appear in the Progress Survey, but can be raised at any point in the term.</i>
Academic Dishonesty	Instructors can raise this flag to report a student that has cheated, plagiarized, or committed any other act of Academic Dishonesty. <i>Comments are required. Student receives an email. This does not replace the Honor Council Referral form.</i>
Behavioral Concern	Instructors, Advisors, and Success Coaches can raise this flag to report when a student's behavioral, mental, or physical health is concerning. <i>Comments are required. Student does NOT receive an email.</i>
KUDOS	<i>Kudos provide positive reinforcement to students.</i>
Keep Up the Good Work	Raise this kudo when a student is performing well in a course. <i>Student receives an email.</i>
Outstanding Academic Performance	Raise this kudo when a student has outstanding academic performance in a course. <i>Student receives an email.</i>
Showing Improvement	Raise this kudo when a student has shown improvement in a course. <i>Student receives an email.</i>
I NEED HELP	<i>Students can raise this flag on themselves when they aren't sure where to go to for help.</i>
I Need Help	Select this flag when you know you need help, but are not sure where to start. A Success Coach will be notified.

For questions and additional information, please contact the [Center for Teaching and Learning](#).