

# Starfish Communications

There are many communications to faculty, staff, and students within the Starfish system. These communications are system-generated when flags are raised via a [progress report](#) or the "Raise Flag" function. Each aspect identified as a concern will generate its own standardized email directly to the student. If a comment is added at the time the report is completed or when using the "Raise Flag" function, it is included as an "Instructor Comments" in the system-generated email. If comments are not added, then the "Instructor Comments" section is not included in the email.

## Communications to Student:

- [Attendance/Participation Concern](#)
- [Low Assignment/Quiz/Test Scores](#)
- [Multiple Academic Concerns \(Requires Comments\)](#)
- [Performance Improving](#)
- [Keep Up the Good Work](#)
- [Wellness - At Risk of Failing \(Wellness Courses only\)](#)
- [RIT 365 - No Show \(RIT 365 Courses only\)](#)
- [Roster Verification - No Show \(Selected Courses only\)](#)
- [Course Withdrawal](#)
- [Advisor Comment to Student](#)
- [Success Plan is Created](#)
- [Success Plan is Completed](#)
- [Success Plan To-Do is Past the Assigned Due Date](#)

## Communications to Instructors:

- [Academic Progress Report Announcement \(Sample Message from Dr. Ellen Granberg\)\\*](#)
- [Academic Progress Report Deployment](#)
- [Clear Flag - Instructor Notification](#)

\*Please note the content of this announcement and subsequent reminder e-mails may change.

## Communications to Primary Academic Advisors and Support Advisors:

- [Recent Tracking Item Summary](#)

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**Sample email message sent from Starfish with notes (click image below to expand)**



Attendance\_Participation Concern.pdf

**User Functionality Table:**

The chart below shows the functionality a user has within the system.

(Updated 11-4-2019)

Role/Connection	Ability to Raise Flags and Kudos	Receive Email Notification of Flags	Clear My Students' Flags	Option to send "Clear" Comments to Instructor	Ability to Create Office Hours
Instructor	X	Email - List of flags raised upon submission	X	No option to send "Clear Comments" to Student or Advisor	X
Faculty Advisor		Recent Tracking Item Summary	X	X	X
Academic Advisor		Recent Tracking Item Summary	X	X	X
Support Advisor		Recent Tracking Item Summary	X	X	
Advising Lead		Recent Tracking Item Summary	X	X	X
Department Contact		Recent Tracking Item Summary	X	X	
Major Contact		Recent Tracking Item Summary	X	X	
Student		Academic Alert Email One sent for each flag raised		Student does not receive "Clear Comments"	

**User View Table:**

The chart below shows the things a user can see within the system.

(Updated 11-4-2019)

<b>Role /Connection</b>	<b>View Details of Flags I raised for My Course Sections</b> <ul style="list-style-type: none"> <li>• Raise Comments</li> <li>• Additional Comments</li> <li>• Clear Comments</li> </ul>	<b>View Details for All My Students in All Courses</b> <ul style="list-style-type: none"> <li>• Raise Comments</li> <li>• Additional Comments</li> <li>• Clear Comment</li> </ul>	<b>View Details of Flags I Received</b> <ul style="list-style-type: none"> <li>• Raise Comments Only</li> </ul>	<b>View "Clear" Comments</b>	<b>View All My Students' Meeting Details</b> <ul style="list-style-type: none"> <li>• Date</li> <li>• Time</li> <li>• Location</li> <li>• Reason</li> <li>• Description</li> <li>• SpeedNotes</li> </ul>	<b>View My Meeting Details</b> <ul style="list-style-type: none"> <li>• Date</li> <li>• Time</li> <li>• Location</li> <li>• Reason</li> </ul>	<b>View All Details in a Students Starfish Record</b> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Courses</li> <li>• Tracking (Flags and Kudos)</li> <li>• Meetings</li> <li>• Notes</li> <li>• Network</li> </ul>	<b>View emails generated from starfish that I've sent</b>
Instructor	X			X				X
Faculty Advisor		X		X	X		X	X
Academic Advisor		X		X	X		X	X
Support Advisor		X		X	X		X	X
Advising Lead		X		X	X		X	X
Department Contact		X		X	X		X	X
Major Contact		X		X	X		X	X
Student			X			X		