

# 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:

### Alert Communications

- [Attendance/Participation Concern](#)
- [Low Assignment/Quiz/Test Scores](#)
- [Multiple Academic Concerns](#) (Requires Comments)
- [Wellness - At Risk of Failing](#) (Wellness Courses only)
- [Course Withdrawal](#)
- [Advisor/Instructor Comment\(s\) Added to an Alert](#)

### Appointment Communications

- [Student Missed Advising Appointment - Meeting No Show](#)

### Kudos Communications

- [Performance Improving](#)
- [Keep Up the Good Work](#)

### Roster Verification/No Show Report Communications

- [RIT 365 - No Show](#) (RIT 365 Courses only)
- [Roster Verification - No Show](#) (Selected Courses only)

### Success Plan Communications

- [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](#)
- [Advisor Comment\(s\) Added to an Alert](#)

\*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](#)

---

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)

Role /Connection	View Details of Flags I raised for My Course Sections <ul style="list-style-type: none"> <li>• Raise Comments</li> <li>• Additional Comments</li> <li>• Clear Comments</li> </ul>	View Details for All My Students in All Courses <ul style="list-style-type: none"> <li>• Raise Comments</li> <li>• Additional Comments</li> <li>• Clear Comment</li> </ul>	View Details of Flags I Received <ul style="list-style-type: none"> <li>• Raise Comments Only</li> </ul>	View "Clear" Comments	View All My Students' Meeting Details <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>	View My Meeting Details <ul style="list-style-type: none"> <li>• Date</li> <li>• Time</li> <li>• Location</li> <li>• Reason</li> </ul>	View All Details in a Students Starfish Record <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>	View emails generated from starfish that I've sent
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		