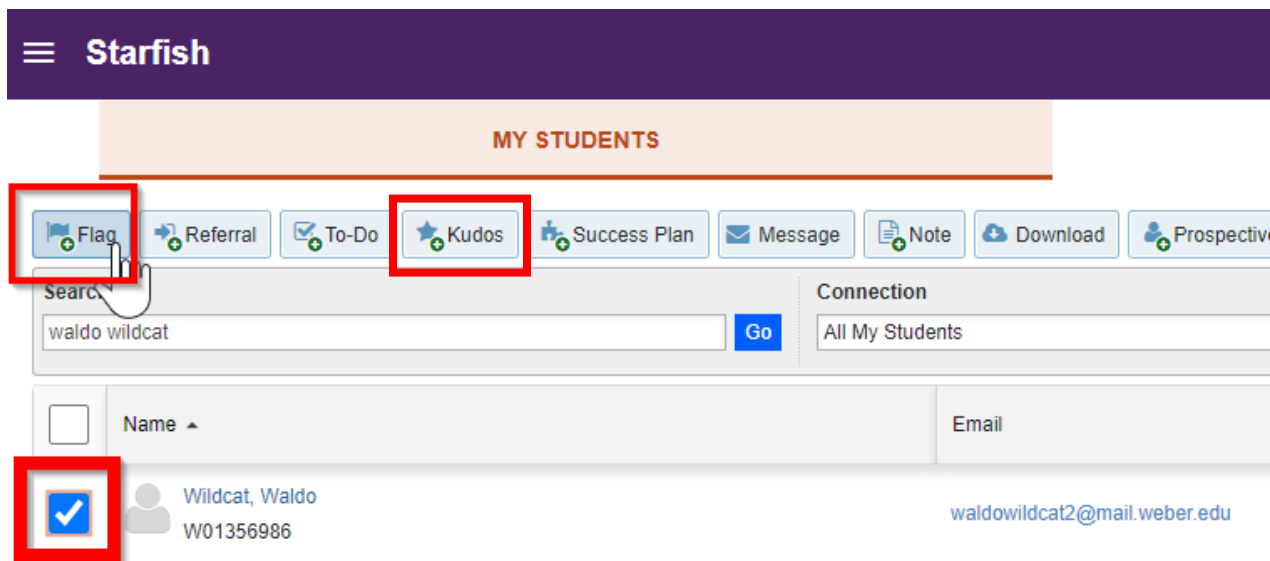


Customized Kudo & Customized Academic Concern

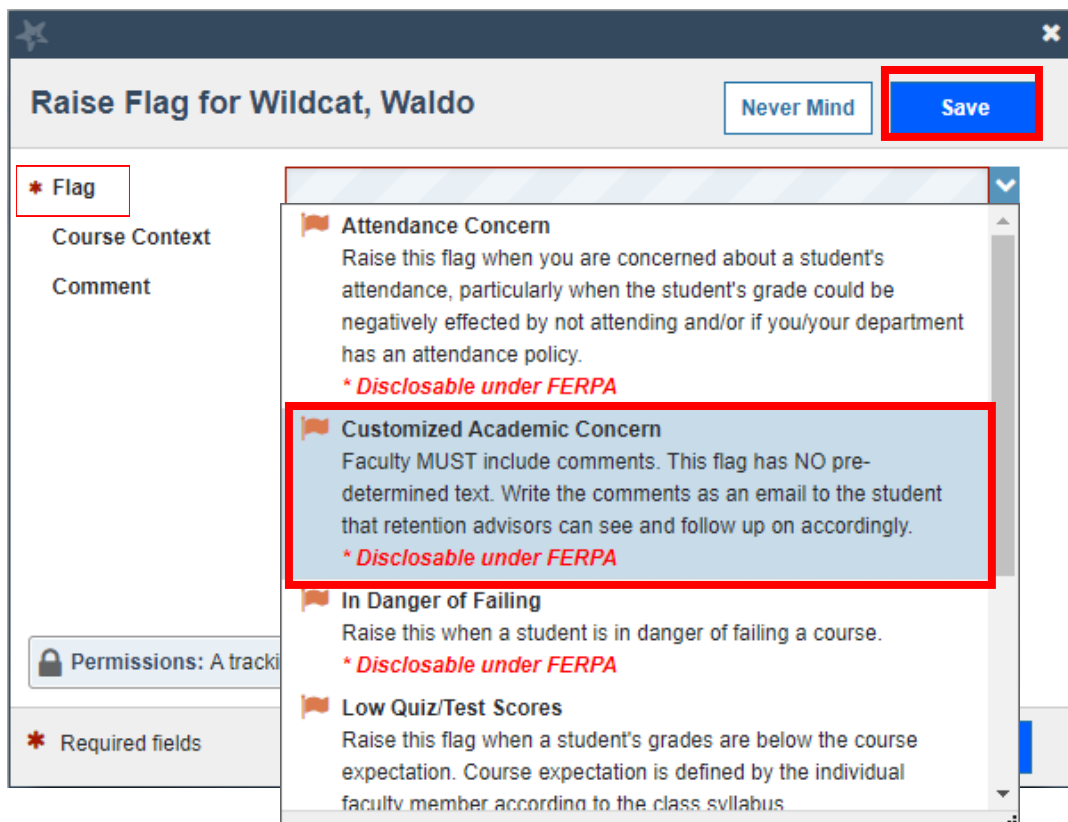
Based on faculty feedback, a customized kudo and flag option has been added to Starfish to allow faculty more flexibility in providing feedback to students. With this option, faculty write an email that is personalized to the student of concern or give out a customized compliment rather than sending [the standardized email](#) as with other flags or kudos. The message is viewable to the student’s academic advisor allowing them to follow up as needed or share in the student’s accomplishments.

The following are step-by-step instructions on how to raise the customized tracking items:

After selecting the student, by finding them either in the ‘Search for Students’ bar in the upper right-hand corner or within the ‘My Students’ tab, select ‘Flag or Kudo’



For the academic flag, select the ‘Customized Academic Concern’



Then select the appropriate 'Course Context'

The screenshot shows a web form titled "Raise Flag for Wildcat, Waldo". On the left, there are three sections: "Flag", "Course Context", and "Comment". The "Flag" dropdown is set to "Customized Academic Concern". The "Course Context" dropdown is open, showing "No Course" as the selected option. Below it, a list of course options is visible, with "Foundations of College Success (UNIV-1105)" highlighted by a red box. The "Comment" section is currently empty. At the top right, there are "Never Mind" and "Save" buttons.

Finally, draft the 'Comment' as a regular email and select 'Save'

The screenshot shows the same "Raise Flag for Wildcat, Waldo" form. The "Flag" dropdown is still "Customized Academic Concern". The "Course Context" dropdown is now set to "Intermediate Algebra (MATH-1010-11146)". The "Comment" section is filled with the text: "Hello Waldo, I'm concerned that you've missed 3 classes this month. Dr. Jensen". A red box highlights this text. At the bottom, there is a "Permissions" warning: "Permissions: A tracking item must be selected to determine the sharing permissions". The "Save" button at the bottom right is highlighted with a red box. A "Required fields" section is visible at the bottom left.

For the customizable kudo, select 'Customized Kudo' along with the appropriate 'Course Context', 'Comment' in an email form written to the student, and then select 'Save'

Create Kudos for Wildcat, Waldo Never Mind Save

* Kudos

Course Context

Comment

- ★ **Customized Kudo**
Faculty MUST include comments. This kudo has NO pre-determined text. Write the comments as an email to the student so that others can help the student celebrate.
** Disclosable under FERPA*
- ★ **Keep Up the Good Work**
Raise this kudo for students who are performing well.
** Disclosable under FERPA*

Email sent to the student for the 'Customized Academic Concern' flag:

Academic Concern in Introduction to Microbiology Print Share

Inbox x

starfish@weber.edu 2:44 PM (0 minutes ago) Star Reply More

to me ▾

Hello Waldo,

I'm concerned that you've missed 3 classes this month.

Dr. Jensen



This academic flag may also include outreach from an academic advisor to help connect you to campus resources or help with any questions you may have.





Reply Forward

Subject line with the 'Course Name' auto-populates

'Advisor Message' auto-populates

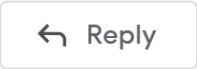
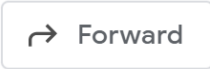
Email sent to the student for the 'Customized Kudo'

Kudos, Waldo Inbox x  

 **starfish@weber.edu** 2:49 PM (0 minutes ago)   

Hello Waldo,
Thank you for maintaining a 90% in the class!
Dr. Jensen

Keep up the good work!

Subject line with student's name auto-populates

'Message' auto-populates