



# Starfish Early Alert – Student Guide

**Starfish Early Alert** is a tool for instructors, student services, and campus resources to communicate with you in order to help support your academic success. This system allows you to receive feedback from your instructor(s) and staff regarding your academic progress and to refer you to support services available to help you be successful. Early Alert also helps connect key people on campus to help make sure you receive the appropriate services. There are three main types of items in Early Alert; kudos, flags, and referrals.



## Kudo

is a form of providing positive recognition



## Flag

is a form of alerting a student to an academic concern and prompts action



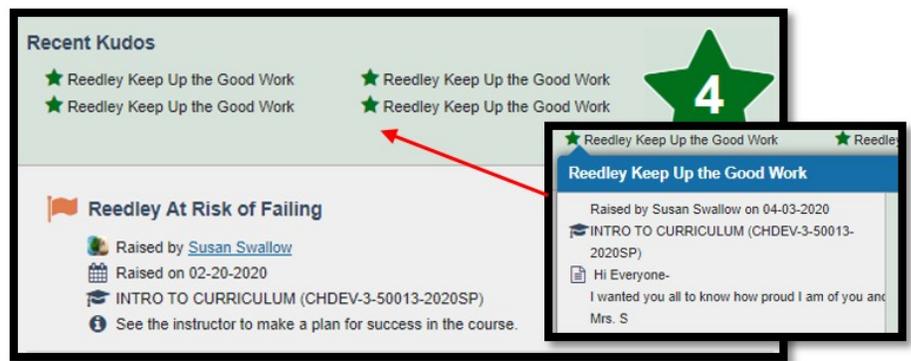
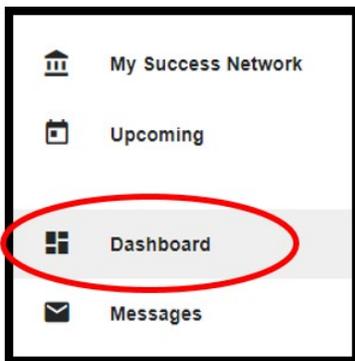
## Referral

is a way of connecting students to resources and services

## How does Starfish Early Alert work?

**Email:** An email will be sent to your SCCCD student email regarding the Early Alert raised and comments made by the instructor or staff, if included. Not all flags or referrals generate an email, so a phone call may also be made in order to make contact with you.

**Starfish Dashboard:** You can also access your Early Alert items within the Starfish system. To see your flags, kudos, and referrals, navigate to the Dashboard option through the main menu. There, you will be able to see all Early Alert items, and any comments made by instructors. Kudos are summarized at the top, so hover over the star icon to see your instructor's comments.



## What do I need to do?

- **Flags:** Please contact your instructor about the flag as soon as possible for recommendations on how to improve in the course. You may also speak with your counselor regarding the concern.
- **Referrals:** Please follow instructions in the email to access services as soon as possible.
- **Kudos:** For kudos, it may not seem like you need to talk with your instructor but a nice “thank you” would be great!

**Starfish Early Alert respects your privacy:** Though all instructors have access to Starfish Early Alert, flags, kudos, and referrals are only visible to the instructor who raised them, the student and, particular student service areas. Starfish Early Alert is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA)

For more information, contact:

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