

Early Alert Flags and Kudos: Best Practices

Starfish Early Alert allows faculty to communicate concerns or compliments to students and advisors by raising flags or kudos during the semester. Following is a description of “best practices” outlining when a faculty member might want to raise a flag or kudo for a student. Faculty are encouraged to identify key indicators (i.e., exams, homework, attendance, papers, etc.) that will impact a student’s success and then raise flags and kudos as appropriate when the student is on/off track. Flags and kudos can be raised manually at any time or through a progress survey.

Flags

Available Flags	When to Raise the Flag
Never Attended	Student has never attended class <i>*Most effective when raised before cancellation deadline</i>
Attendance Concern	Student exhibits a pattern of irregular attendance Student consistently arrives late/leaves early Student attendance is not in accordance with department policy Student grade may be significantly impacted by nonattendance
Low Quiz/Test Scores	Student exhibits a pattern of low quiz scores Student performed poorly on a test Student missed a test Student has low quiz/test scores according to department/course standards
Missing/Late Assignments	Student exhibits a pattern of not submitting assignments Student exhibits a pattern of submitting assignments late Student did not submit a heavily-weighted assignment
In Danger of Failing	Student is at a point where habits/behavior must change or he/she will fail <i>*Most effective when raised before withdrawal deadline</i>

Kudos

Available Kudo	When to Raise the Kudo
Keep Up the Good Work	Student consistently performs well on assignments, tests, etc. Student has shown improvement in attendance or course work

Other Best Practices

- **Personalize flags and kudos by adding comments.** When surveyed, students provided this as the number one suggestion for faculty raising flags/kudos. Advisors also find comments helpful when reaching out to students.
- **Address comments to students not advisors.** After a flag/kudo is raised, an email is sent “on your behalf” to the student (see email templates at weber.edu/starfish). The comments are sent to the student as part of this email.
- **Consider the student’s overall behavior/grade.** If a student has only missed one class meeting or assignment but is otherwise performing well, raising a flag may not be necessary or beneficial.