

Advising Essentials, Issue #4; October 13, 2017

Responding to Early and Mid-Progress Reports in Starfish

Monday, 10.23 or Tuesday, 10.24, ACPC advisers will be conducting a workshop about responding to student flags in Starfish. Visit the [following link](#) to sign up and see the other workshops in our series:

Believe it or not, we are halfway through the semester already! That means it is time once again for instructors to provide feedback to students, and for the assigned advisers and students to take action. Feedback is provided using Flags and Kudos at any point during the semester in Starfish, but from October 16th-October 30th, instructors can submit their mid-progress reports. Assigned advisers can then respond to these Flags as a way to help our students get the help or resources they need.

It's easy to see which of your advisees have one or more flags. Just make sure to get your filters right!

1. Log into starfish.psu.edu. In the top left, click "Students."
 2. On the next screen, tabs will appear and the second tab from the left will say "Tracking." Click there to see the tracking information for your students.
 3. This step is critical! At the top of the list you will see a drop-down menu that says "Connection." Make sure that the connection chosen is "Assigned Adviser." This will only show you the Flags and Kudos for students who are your assigned advisees.
 4. Once the list populates, you can see which of your advisees have Flags and/or Kudos, and for which class(es).
- If you have a question about a Flag or Kudos, you can click on the student's name from this list. It will open a box with the student information. You can read the "Notes" section, to see if the instructor wrote a note that explains the Flag or Kudos in more detail.
 - Now it's time to respond! *HINT: ACPC advisers will respond to Flags, but not Kudos. It's great to know that our advisees are doing well in a course, but it is not imperative that we reach out to them if things are going well.* To send a note to your advisee about the flag, go to the original list, checkmark the box to the left of the student name. Find the tab on the upper left that says "Comment." From here, you can write a note to the student addressing the flag and offering resources or ideas for improvement. Make sure to click "Send a copy of note to student" so that they receive it. You could also send a copy to yourself or the instructor.

For more on progress reporting and why it matters, please see the [following link](#):

Please sign up for our Early and Mid-Progress Reports Workshop to learn more about helping your advisees. There will be sessions on Monday, October 23rd and Tuesday, October 24th. Click the [link to sign up](#) for this and future workshops is here.

Thank you for all you do to support the success of our students! If you have any questions or concerns, please contact the ACPC at 814-898-6164 and an adviser will be happy to speak with you.

Thank you,

The ACPC Advisers