Starfish Guide for Online Course Instruction

- Online course attendance is not required.

- The course activity flag generates automatically for students in an online class who have not logged into the Blackboard system for 5 consecutive days.

- Use the **No Online Engagement** flags if you notice students have a student activity flag and student has not participated in class via assignments/tests or other activities.
  
  For example: There is a Course Activity flag for Nicholas Barber. Would he need an **Attendance Concern** or a **No Online Engagement** flag?

- Use other flags or kudos as needed.

![Flags I'm Managing]

![Academic Concern]

- **Academic Concern**
  
  Use this flag to express any academic concerns you have about a student.

- **Attendance Concern**
  
  Raise this when a student isn't attending class regularly.

- **General Concern**
  
  Use this flag to express any concerns you have about a student.

- **Intrusively Advised Student**
  
  This flag is used to provide feedback to the STEP Project Coordinator regarding students that were intrusively advised in order to facilitate successful completion of their degree plan.

- **Progress Survey-No Show**
  
  Use this flag to indicate that a student has never attended your class.

- **Recommend Drop**
  
  Instructor recommends dropping the course because the student is too far behind in the course.

  *Disclosable under FERPA*

- **Student Services Referral Flag**
  
  This flag should be used when a flag has been raised on a student and the instructor has exhausted their resources to assist the student.