

# Alerts

## Attendance Concern Email to Student

From: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

Reply To: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

BCC

Subject: [Starfish] Attendance Concern (Flag Name) in Introduction to Microbiology (Course Name)

Dear Rachel Lands (Student),

You've been identified for Attendance Concern (Flag Name) in Introduction to Microbiology (Course Name).

I believe that you can be successful in your academic studies and participating in class is important! Missing class content can affect your grades and academic performance. It is not too late to change your attendance or study habits.

Here are my additional comments:

Rachel missed 3 classes this month. (Raised Notes)

Ohlone College has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact me, or consider contacting an academic counselor (<https://www.ohlone.edu/counseling>) for resources and suggestions for improvement.

We care about your success!

Sincerely,

Instructor Name (Flag Raiser)

## Missing/Late Assignment Concern Email to Student

From: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

Reply To: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

BCC

Subject: [Starfish] Missing/Late Assignment Concern (Flag Name) in Introduction to Microbiology (Course Name)

Dear Rachel Lands (Student),

You've been identified for Attendance or Missing/Late Assignment Concern (Flag Name) in Introduction to Microbiology (Course Name).

I believe that you can be successful in your academic studies and participating in class is important! Missing class content can affect your grades and academic performance. It is not too late to change your attendance or study habits.

Here are my additional comments:

Rachel you have not turned in the last two assignments. (Raised Notes)

Ohlone College has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact me, or consider contacting an academic counselor (<https://www.ohlone.edu/counseling>) for resources and suggestions for improvement.

We care about your success!

Sincerely,

Instructor Name (Flag Raiser)

**Behavioral Concern Email to Counselor (only) this email is not editable**

From: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

Reply To: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) Flag Raiser)

BCC

Subject: [Starfish] Behavioral Concern (Flag Name)

**Behavioral Concern** (Flag Name)

Pat Counselor (Triage Counselor Name),

The Behavioral Concern flag has been raised by Yasmin Gold (Flag Raiser) for Rachel Lands (Student).

**Flag Details**

**Student:** Rachel Lands

**Flag Name:** Behavioral Concern

**Category:** Behavioral

**Description:** Rachel has showing signs of depression. (Raised Notes)

**Raised By:** Yasmin Gold (Flag Raiser)

**Course Context:** BIOL101-003-FA2014 (Course Name)

**Raised On:** 4/27/2017

**Due Date:** 4/27/2017

This email is a service of Starfish. [Click here](#) to change your notification preferences.

## **In Danger of Failing Email to Student**

From: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

Reply To: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

BCC

Subject: [Starfish] Regarding Your Academic Progress in Introduction to Microbiology (Course Name)

Dear Rachel Lands (Student),

Each term, we ask our faculty to provide us with information regarding how well students in their classes are performing academically. Your professor alerted us that there is a concern about your academic progress in Introduction to Microbiology (Course Name). Your instructor raised this alert because we care about you and your academic success. Based on your progress in this course thus far and without a substantial change in your work, you might be in danger of failing this course.

We recommend contacting your instructor immediately to potentially see what can be done to raise your grade in this course. You may email your instructor directly by replying to this email. You should also consider contacting an academic counselor (<https://www.ohlone.edu/counseling>).

We believe that you can be successful in your academic studies and are here to help. We care about your success!

You may also want to review the academic calendar (<https://www.ohlone.edu/admissions/academiccalendar>) for the applicable drop dates.

Sincerely,

Ohlone Student Success Team

## Low Performance Concern Email to Student

From: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

Reply To: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

BCC

Subject: [Starfish] Low Performance Concern (Flag Name) in Introduction to Microbiology (Course Name)

Dear Rachel Lands (Student),

Based on your course grades, you've been identified for Low Performance Concern (Flag Name) in Introduction to Microbiology (Course Name). It is not too late to improve your overall grade in this class!

Here are my additional comments:

Rachel has earned a D and a C on her last two assignments. (Raised Notes)

Ohlone College has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact me, or consider contacting an academic counselor (<https://www.ohlone.edu/counseling>) for resources and suggestions for improvement.

We care about your success!

Sincerely,

Instructor Name (Flag Raiser)

## Participation Concern Email to Student

From: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

Reply To: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

BCC

Subject: [Starfish] Participation Concern (Flag Name) in Introduction to Microbiology (Course Name)

Dear Rachel Lands (Student),

You've been identified for Participation Concern (Flag Name) in Introduction to Microbiology (Course Name).

I believe that you can be successful in your academic studies and participating in class is important! Interacting with the course material, and your peers, is one of the best ways to master the course content.

Here are my additional comments:

Rachel has been not been involved in any class discussion or attend any labs.  
(Raised Notes)

Ohlone College has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact me, or consider contacting an academic counselor (<https://www.ohlone.edu/counseling>) for resources and suggestions for improvement.

We care about your success!

Sincerely,

Instructor Name (Flag Raiser)

# System Alerts

## Inactivity Concern in Canvas Email to Student

From: [Notices@starfishsolutions.com](mailto:Notices@starfishsolutions.com) (Flag Raiser)

Reply To: [Starfish@ohlone.edu](mailto:Starfish@ohlone.edu) (Flag Raiser)

BCC

Subject: [Starfish] Inactivity Concern in Canvas (Flag Name) in Introduction to Microbiology (Course Name)

Dear Rachel Lands (Student),

Based on your lack of participation in your online course, you have been identified for Inactivity Concern in Canvas (Flag Name) in Introduction to Microbiology (Course Name).

We believe that you can be successful in your academic studies. Ohlone College has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact me, or consider contacting an academic counselor (<https://www.ohlone.edu/counseling>) for resources and suggestions for improvement.

We care about your success!

Sincerely,

Ohlone Student Success Team (Flag Raiser)

## Low Average in a Course Email to Student

From: [Notices@starfishsolutions.com](mailto:Notices@starfishsolutions.com) (Flag Raiser)

Reply To: [Starfish@ohlone.edu](mailto:Starfish@ohlone.edu) (Flag Raiser)

BCC

Subject: [Starfish] Low Average in a Course (Flag Name) in Introduction to Microbiology (Course Name)

Dear Rachel Lands (Student),

Based on your course grades, you've been identified for Low Average in a Course (Flag Name) in Introduction to Microbiology (Course Name). It is not too late to improve your overall grade in this class!

We believe that you can be successful in your academic studies. Ohlone College has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact me, or consider contacting an academic counselor (<https://www.ohlone.edu/counseling>) for resources and suggestions for improvement.

We care about your success!

Sincerely,

Ohlone Student Success Team (Flag Raiser)



# Referrals

## Counselor Referral Email to Student

From: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

Reply To: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

BCC

Subject: [Starfish] Counselor Referral (Referral Name)

Dear Rachel Lands (Student),

We care about your success! Below you will find a referral that I believe will help you succeed. As a student here, we encourage you to take advantage of the resources available to you.

**Referral Name:** Counselor Referral (Referral Name) Please refer to the Service tab at the top of your Starfish page for more information on how to contact [Counseling](https://www.ohlone.edu/counseling) (<https://www.ohlone.edu/counseling>).

**Course:** Introduction to Microbiology (Course Name)

**Comments:** Needs help with Bio (Notes)

**Due Date:** 4/30/2014 9:00 AM PDT

Sincerely,

Instructor Name (Flag Raiser)

## Tutoring Referral Email to Student

From: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

Reply To: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

BCC

Subject: [Starfish] Tutoring Referral (Referral Name)

Dear Rachel Lands (Student),

We here at Ohlone College care about your success! Below you will find a referral that I believe will help you succeed. As a student here, we encourage you to take advantage of the resources available to you.

Mike Leib is the Director of Tutoring. He is available to assist you if you need some help. Ohlone has many tutoring resources that you should take advantage of. A list of the tutoring centers we have on both campuses can be found at:

<http://www.ohlone.edu/org/tutoring>

The college also has 24/7 free online tutoring as well through a service called Net Tutor. To have access to it your instructor must have a Canvas site and activate the link to the service. If your instructor does not have a Canvas site or has not made the link active, please ask your instructor to contact Mr. Leib.

If you have any questions please do not hesitate to contact him at:

[mleib@ohlone.edu](mailto:mleib@ohlone.edu)

**Referral Name:** Tutoring Referral (Referral Name) Please refer to the Service tab at the top of your Starfish page for more information on how to contact this support service.

**Course:** Introduction to Microbiology (Course Name)

**Comments:** Needs help with Bio (Notes)

**Due Date:** 4/30/2014 9:00 AM PDT

Sincerely,

Instructor Name (Flag Raiser)

# Kudos

## Keep up the good work Email to Student

From: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

Reply To: [Instructor@ohlone.edu](mailto:Instructor@ohlone.edu) (Flag Raiser)

BCC

Subject: [Starfish] Kudos! Keep up the good work (Kudos Name) in Introduction to Microbiology (Course Name)

Dear Rachel Lands (Student),

Congratulations!

I appreciate your dedication and hard work in the classroom. Keep up the good work!

Here are my additional comments:

Has maintained a 98% in the class (Raised Notes)

Sincerely,

Instructor Name (Flag Raiser)

Raiser Email

Raiser Phone