Starfish Creating Success Plan

Click on “STUDENTS” Tab - All of your students will be listed

Check box by all student’s names which you wish to assign “SUCCESS PLAN”

Once students have been selected, click on “SUCCESS PLAN” button
Select appropriate SUCCESS PLAN for student(s)
You should type in comments (OVERVIEW BOX) which students
Will see in their notification email as “SUBJECT”

NOTE: This recommendation can be viewed by the student.

Are you sure you want to continue?
Note that it may take a few minutes for these tracking items to appear on the student record.

Click “YES”
From: tadkins@losmedanos.edu
Date: 11:05 am Today
Subject: Attendance Concern in a course this term

Dear Katherine,

You've been flagged for an Attendance Concern in your [name] course this term.

I believe that you can be successful in your academic studies and know that attending class is the first step to accomplishing your goals. Missing class content can affect your grades and academic performance. It is not too late to change your attendance habits.

Here are my additional comments:
It is essential that you notify me if/when you will not be attending class or have plans to arrive late/leave early.

Please contact the Counseling Office for assistance.

Sincerely,

Theodora Adams
**Attendance Concern: March 29, 2016:**
Abraham, Katherine

You are currently logged in as Katherine Abraham (kabraham608).

### Overview
You have been identified as a student with attendance challenge. Please follow up on recommendations.

- **Attendance Concern**
  - **Status:** Open
  - It is essential that you notify me if you will not be attending class or have plans to arrive late/leave early.

- **Bi-Weekly Advising Check-Ins**
  - **Status:** Open
  - It is encouraged that you check in with me or a counselor bi-weekly regarding your attendance challenge(s).

### Required fields

**INSTRUCTOR VIEW**
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Click on home tab

You can filter items by clicking on drop down box.
Click on item to present box
Detail in to read item

Click on tracking to have a detailed view of student items.