

Starfish Email Templates

The following are standard email templates that are automatically sent to the student for the following flags, kudos, or to-do's. ***It is strongly recommended that you write your own comments to provide customized feedback for each student*** when raising a flag, kudos, or to-do.

FLAGS:

ATTENDANCE CONCERN Template

Dear Rachel,

You've been flagged for Attendance Concern in Introduction to Microbiology.

I am concerned about your attendance in Introduction to Microbiology. Missing class content can affect your grades and academic performance. I am available to discuss any concerns that you may have about your attendance and to talk about how you can be successful in this course.

Here are my additional comments:

Rachel missed 3 classes this month.

Sincerely,

Yasmin Gold

IN DANGER OF FAILING Template

Dear Rachel,

I am concerned about your academic progress in Introduction to Microbiology. Based on your progress in this course so far, and without a significant change in your work, you might be in danger of failing this course. Please contact me as soon as possible to discuss your performance in this course.

If you feel that you are unable to complete this course successfully, please be mindful of the upcoming withdrawal deadline, which can be found on our [academic calendar](#). Please note that if you miss the withdrawal deadline, you will earn a grade that reflects your performance in this course. Again, I encourage you to follow up with me as soon as you can so that we can discuss your options at this time.

Here are my additional comments:

I would encourage you to view your grades and missing assignments on Blackboard. Please attempt to submit any missing work and follow up with me as soon as you can.

Sincerely,

Yasmin Gold

FLAGS (continued):

MISSING/LATE ASSIGNMENTS Template

Dear Rachel,

You've been flagged for Missing/Late Assignments in Introduction to Microbiology.

I am concerned that I have not received assignment(s) from you in Introduction to Microbiology. Missing or late work can affect your overall grade and academic performance in this course. I am available to discuss any concerns that you may have and would be happy to talk with you about how you can be successful in this course. Please see my specific comments below regarding what assignments are missing or late.

Here are my additional comments:

Rachel has missed 3 homework assignments this month.

Sincerely,

Yasmin Gold

LOW QUIZ/TEST/ASSIGNMENT SCORE Template

Dear Rachel,

Based on your course grades, you've been flagged for a low score on a quiz, test, or assignment in Introduction to Microbiology. I am concerned about your academic progress. Please contact me as soon as possible to discuss your performance in this course. Please read my specific comments and follow up with me to discuss strategies for success in this class. I look forward to speaking with you!

Here are my additional comments:

Please come see me to discuss your score on the mid term assignment. I will allow you to make revisions and resubmit for a higher score.

Sincerely,

Yasmin Gold

NO SHOW Template

Dear Rachel,

You've been flagged for No Show in Introduction to Microbiology.

I am concerned that you have not shown up for Introduction to Microbiology. Not showing up for a course will negatively impact the grade you receive. If you are unable to attend this course, you may want to consider withdrawing to avoid receiving a failing grade. If you are receiving financial aid, not showing up can also impact your financial obligations. If you are considering withdrawing, please check with financial aid first. For more information about how to withdraw from a course, please visit our [Registrar's webpage](#). Please reply to this email if you would like to discuss your options and see if it is possible to still be successful in this course.

Here are my additional comments:

Rachel missed 3 classes this month.

Sincerely,

Yasmin Gold

TO-DO Template

Dear Rachel Lands,

I have added a new To-Do to your student folder. Below you will find the details of this task. If you have additional questions, please reply to this email.

To-Do: Meet with your Advisor

Course: Introduction to Microbiology

Comments: I think a conversation with your advisor could be really helpful.

Due Date: 4/30/2014 12:00 PM EDT

We care about your success!

Sincerely,

Yasmin Gold

KUDOS Template

Dear Rachel Lands,

Congratulations!

I appreciate your dedication and hard work in the classroom. You are doing a great job and I look forward to seeing you continue to succeed in Introduction to Microbiology! Keep up the good work!

Here are my additional comments:

Has maintained a 98% in the class.

Sincerely,

Yasmin Gold

ygold@excellent.edu

444-333-2222

REFERRAL Template

Dear Rachel,

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. The resource that you are being referred to should be following up with you shortly, but feel free to contact this resource directly.

Referral Name: Tutoring Referral

Course: Introduction to Microbiology

Comments: Needs help with Bio

Due Date: 4/30/2014 12:00 PM EDT

Sincerely,

Yasmin Gold