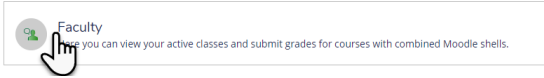


Starfish – Academic Performance Concern

Raise this flag when a student has not been engaged in online coursework, missing/late assignments and/or low quiz/test scores. This flag will alert the student by sending an email to the student's KCC email account and will include any comments you enter. The student's academic advisor will be notified and will attempt to reach the student.

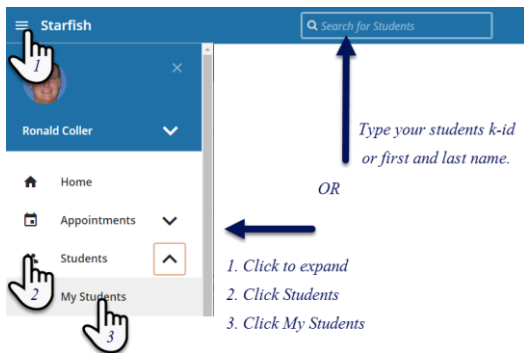
1. Login to the Bruin Portal and click on **Faculty**.



2. Click on **Starfish – Stick with KCC** image.

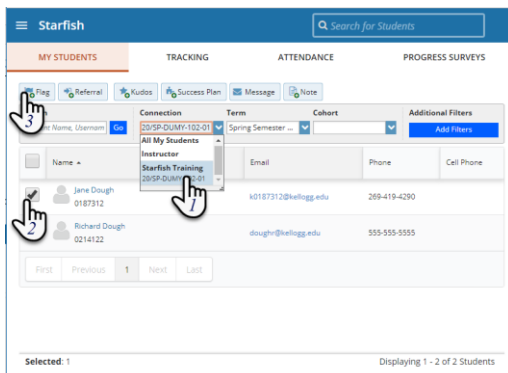


3. Click on the menu icon and select **Students**, then **My Students**.

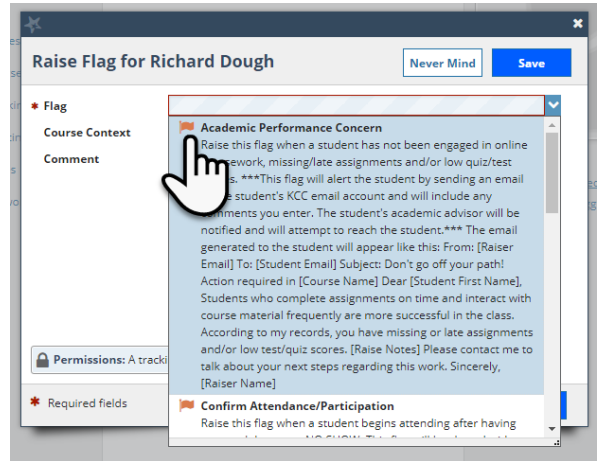


4. Using the **Connection** dropdown menu select the **Course & Section**.

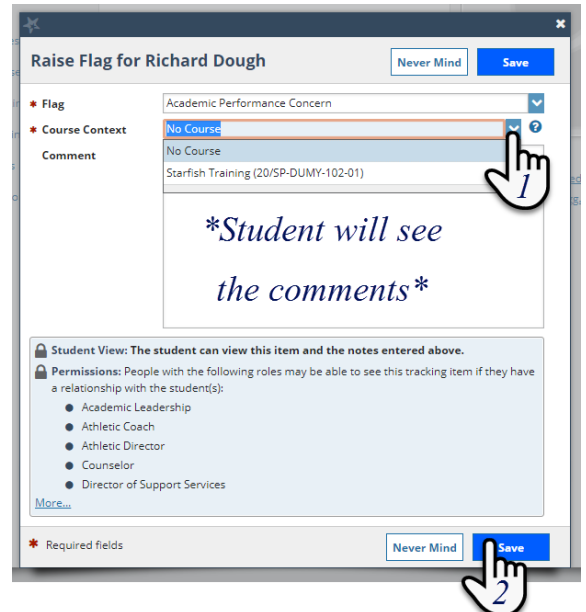
- Place a check next to the student you wish to raise an **Academic Performance Concern** for.



5. Select **Academic Performance Concern** from the pop-up window.



6. Using the drop-down, select your course. If you leave a **Comment**, the student will receive it. When finished click **Save**.



Confirmation of submission

