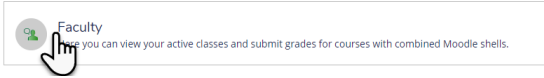


Starfish – Low Participation and/or Engagement

Raise this flag when a student has suddenly become disengaged and/or started missing class and/or not logged into an online course. 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 outreach.

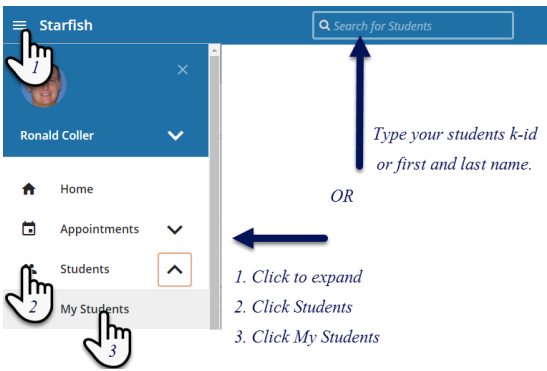
1. Login to the Bruin Portal and click on **Faculty**.



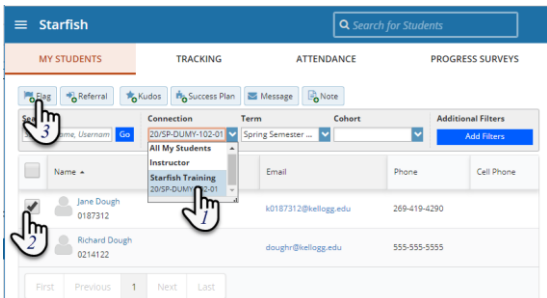
2. Click on **Starfish – Stick with KCC** image.



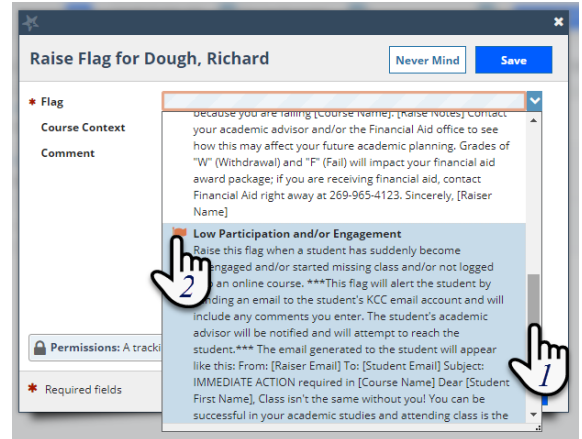
3. Click on the menu icon and select **Students**, then **My Students**.



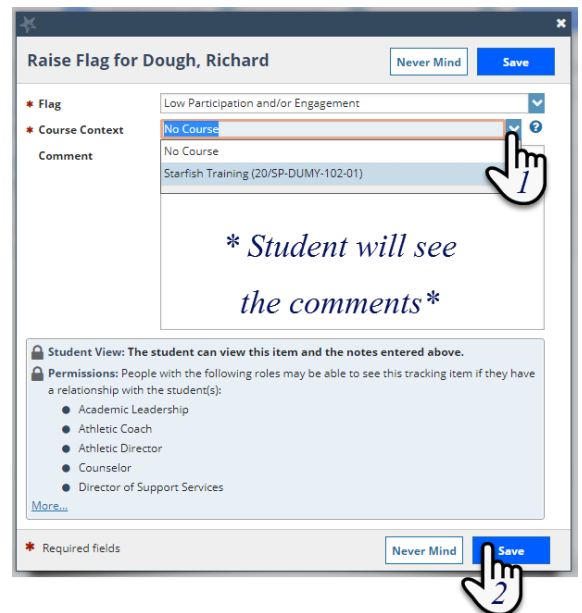
4. Using the **Connection** dropdown menu select the **Course & Section**.
- Place a check next to the student you wish to **Low Participation and/or Engagement** and click **Flag**.



5. To select **Low Participation and/or Engagement**, scroll down in the pop-up window and click on **Low Participation and/or Engagement**.



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

