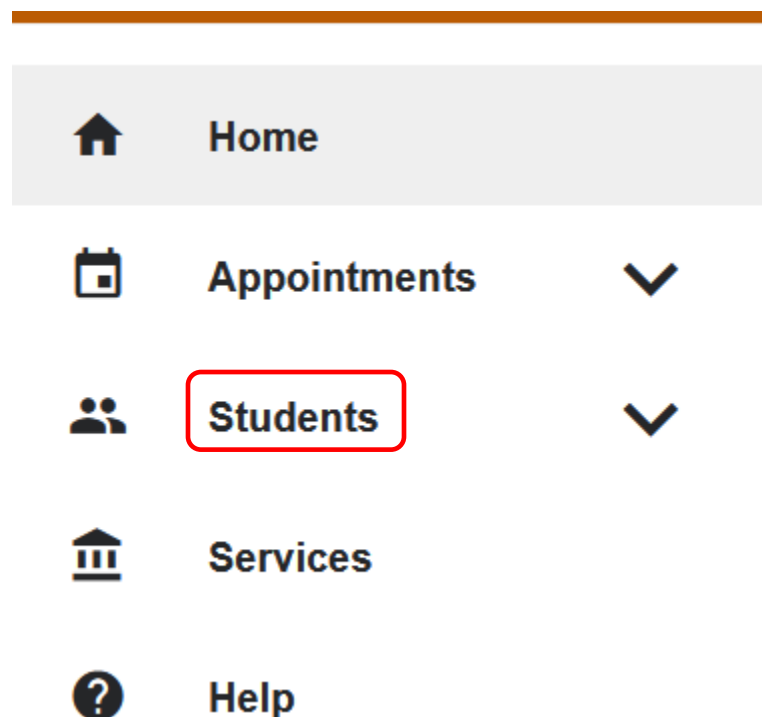


# Bengal Success Portal [BSP] – Tracking Guide

TYPES OF COMMUNICATION – Flags, To-Do's, Referrals, and Kudos

## How to manually raise Flags, To-Do's, Referrals, and Kudos

1. Click the three lines next to **Bengal Success Portal** (Upper left corner) and select **Students**.



2. Select the appropriate **Connection** (Your role/relationship) with your student with whom you are trying to raise a tracking item for. In addition to your Instructor role, some users may have multiple roles in BSP connecting them to other students. For example, Major Advisor role.

- A. Your **Instructor** role will connect you to all your students in all your courses you are teaching for the current term.
- B. Selecting your specific CRN connection will connect you to all your students registered for that specific CRN.

The screenshot displays the Bengal Success Portal interface. At the top, there is a navigation bar with a hamburger menu icon and the text "Bengal Success Portal". Below this, there are three main tabs: "MY STUDENTS", "TRACKING", and "ATTENDANCE". The "TRACKING" tab is currently active. Underneath the tabs, there is a row of action buttons: "Flag", "Referral", "To-Do", "Kudos", "Success Plan", "Message", "Note", and "Download".

The main content area is divided into two sections: "Search" and "Connection". The "Search" section has a text input field labeled "Student Name, Username, or ID" and a "Go" button. Below the search field, there is a table with columns for "Name" and "Success". The table contains three rows, each with a checkbox and a person icon. A tooltip is visible over the first row, displaying "Student Last Name, First name" and "Banner ID".

The "Connection" section shows a dropdown menu with the selected value "202410-MUS220-1476". Below the dropdown, there is a list of roles and their corresponding CRNs. The roles are: "Department Chair", "Graduate Adviser", "Instructor", "Major Adviser", "24SP MUSIC MARKETING 3777", "24SP PRACTICUM IN ELEMENTARY TEACHING FOR EX ED & MIDDLE SCHOOL EX STUDENTS 2062", "24SP STUDENT TEACHING SEMINAR 1166", and "24SP TECHNOLOGY APPLICATIONS FOR MUSIC EDUCATION 1476". The "Instructor" role is highlighted with a red box and a green "A" icon. The "24SP TECHNOLOGY APPLICATIONS FOR MUSIC EDUCATION 1476" role is also highlighted with a red box and a green "B" icon. At the bottom left of the interface, it says "Selected: 0".

- You can now view your students in the selected course section.
- Select the student you are raising the Tracking Item for and then select the appropriate tracking item (Flag, Referral, To-Do, Kudo). You can raise tracking items for multiple students at once as long as your **comment** is the same for all students.

The screenshot shows the 'Bengal Success Portal' header with a search bar for students. Below the header, there are four main tabs: 'MY STUDENTS', 'TRACKING', 'ATTENDANCE', and 'PROGRESS SURVEYS (2)'. The 'MY STUDENTS' tab is active and highlighted in orange. Underneath, there is a toolbar with several icons: 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. The 'Flag' icon is circled in red. Below the toolbar, there are search and filter options. The 'Search' section has a text input field for 'Student Name, Username, or ID' and a 'Go' button. The 'Connection' section has a dropdown menu showing '202410-MUS220-1476'. The 'Term' section has a dropdown menu showing 'Active'. There is also an 'Additional Filters' section with an 'Add Filters' button. Below these options, there is a table with columns for 'Name', 'Success Score', 'Email', 'Phone', and 'Cell Phone'. The first row is selected, and a tooltip is displayed over the 'Name' cell, showing 'Student Last Name, First name' and 'Banner ID'.

- In the example below, select the appropriate flag.

The screenshot shows a 'Raise Flag for' dialog box. At the top, there is a text input field for the student's name, followed by 'Never Mind' and 'Save' buttons. Below this, there is a section for selecting a flag. The 'Flag' section is expanded, showing a list of options. The 'Attendance Concern' option is highlighted with a red box. The options are:
 

- Attendance Concern**: Raise this flag when a student isn't attending class regularly. The student will receive an email message.
- Engagement Concern**: Raise this flag when a student is demonstrating a lack of engagement. The student will receive an email message.
- Enrollment Verification Request**: Enrollment Verification Request
- General Concern**: Raise this flag to express any concerns you have about a student. An email will be sent to advisers. The student will also receive an email message.
- In Danger of Failing**: Raise this flag when a student is in danger of failing a course. An email will be sent to advisers. The student will also receive an email message.

 On the left side of the dialog, there are sections for 'Course Context' and 'Comment'. At the bottom left, there is a 'Permissions' section showing 'A tracking' and a 'Required fields' section with a red asterisk icon.

6. If selecting a flag, specific to a course, please select the appropriate course for which the flag is being raised for.

**Raise Flag for Galarza-Arzola, Cesar** Never Mind Save

\* **Flag** Attendance Concern

**Course Context** No Course

**Comment** No Course

24SP ACCOMPANIST COACHING SESSION 1380 (202410-MUS110-1380)

24SP APPLIED PIANO 1319 (202410-MUS173-1319)

24SP APPLIED VOICE 1253 (202410-MUS171-1253)

24SP ARGUMENTATION AND RESEARCH 1637 (202410-CWP102-1637)

24SP AURAL PERCEPTION II 3516 (202410-MUS219-3516)

24SP BUFFALO STATE CHORALE 3342 (202410-MUS335-3342)

24SP INTR CTEMP MATH 1786 (202410-MAT103-1786)

24SP MUSIC THEORY II 1540 (202410-MUS231-1540)

24SP SCHOOL AND SOCIETY 1456 (202410-SPF203-1456)


24SP TECHNOLOGY APPLICATIONS FOR MUSIC EDUCATION 1476 (202410-MUS220-1476)

24SP WOODWIND TECHNIQUES 1553 (202410-MUS116-1553)

**Student View:** The stu

**Permissions:** People w  
relationship with the stu


7. Students may find it helpful to know any additional details as to why the flag (or any tracking item) is being raised. Feel free to leave a comment and hit **Save**. Comments are viewable to the student on their **Dashboard** under their **Notifications**. Once the specific tracking item is resolved and cleared, the tracking item and comment are removed from the students **Notifications** section of their Dashboard.

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### Raise Flag for Galarza-Arzola, Cesar

Never Mind Save

\* Flag

Course Context  

Comment

## Important message about raising flags

A flag is a Starfish [Bengal Success Portal, BSP] notification designed to raise an alert that a student is not meeting expectations in some way. Flags can be raised by instructors for many academic reasons. Flags should be raised **after** a faculty member has attempted to reach out to their student(s) AND are requesting additional support(s). If your communication attempt (for example: phone call, email, meeting with a student before or after class) is unsuccessful, then a flag should be raised so that an additional outreach attempt can be made by other support staff in the student's success network.

When a flag is raised, after an unsuccessful attempt of resolving the issue or concern by a faculty member, Advisors and Success Navigators (**previously called Completion Coaches**) treat flags as an acknowledgement that additional outreach and/or support is needed.

Advisors and Success Navigators clear flags only after outreach to the student is attempted. This might include a phone call, email or text message explaining the issue, the potential impact, resources available, and solicitation to connect with their faculty member, Academic Advisor, or Success Navigator. This outreach is viewable as a note or message in your BSP under the student's folder.

**After the note is sent to your student's email, you can view the note to see if and when your student has read the note. Click on Notes in your student folder.**

The screenshot shows the BSP interface for a student's folder. At the top, there is a header with the student's name and a green box with the letter 'A'. Below the header is a navigation bar with icons for Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, and Appointment. The main content area is divided into sections: Overview (with a sub-menu including Info, Success Plans, Courses, Tracking, Meetings, Notes, and Network), Student Information (with a list of student details), and Active Flags. A red dashed arrow points from the 'Notes' icon in the navigation bar to the 'Notes' icon in the sub-menu. A yellow box with the letter 'A' is placed over the 'Notes' icon in the sub-menu. Another yellow box with the letter 'A' is placed over the 'Notes' icon in the navigation bar. A yellow box at the bottom left contains the text: "A. Click on Notes in your student folder." On the right side, there is a sidebar with an "Upload Picture" button and a section for "Banner ID", "Email", "Phone #", and "Cell Phone". A yellow box at the top right contains the text: "This is the view of the student's folder."

Student First Name Last Name

This is the view of the student's folder.

Flag Referral To-Do Kudos Success Plan Message Note Appointment

Overview

Info

Success Plans

Courses

Tracking

Meetings

Notes

Network

Student Information

- Class Level: FR
- Major: CRJW
- School: SP
- Spring Advisement PIN: 641385
- Registered for Fall term 202130
- Please contact Financial Aid

Active Flags

Active Flags for courses in the active term

Upload Picture

Banner ID

Email

Phone #

Cell Phone

A. Click on Notes in your student folder.

FERPA standards protect student data.

**B.** You will now be able to view **all** your student **notes** and **messages** in your **student's** file.

The screenshot shows a user interface for a student's file. At the top, there are tabs for Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, and Appointment. Below these are filters for Created In Term (Active), Written By (Anyone), and Note Type (Any). A table lists notes with columns for Type, Subject, Written By, and Date. The notes include: Appointment Comment (Appointment with Jordan Ohene on 10/22/2021 for First-year advising), General Note (Weekly Highlight Connection), Administrative Note (It's Week 8!), and General Note (Some Important Dates: Fall 2021 Term). Below the table is an Email Message section with a 'Sent' and 'Read' status bar. The left sidebar contains navigation options: Overview, Info, Success Plans, Courses, Tracking, Meetings, Notes, and Network. A green box labeled 'C' is in the sidebar, and a green box labeled 'D' is in the message details.

Type	Subject	Written By	Date
Appointment Comment	Appointment with Jordan Ohene on 10/22/2021 for First-year advising	Robert Hudson Role: Professional Staff Adviser, Professional Staff Adviser - General	10-22-2021
General Note	Weekly Highlight Connection	Shawnte Wilson Role: Coordinator - Special Programs, Completion Coach, Peer Mentor SLE	10-20-2021
Administrative Note	It's Week 8!	Shawnte Wilson Role: Coordinator - Special Programs, Completion Coach, Peer Mentor SLE	10-19-2021
General Note	Some Important Dates: Fall 2021 Term	Robert Hudson Role: Professional Staff Adviser, Professional Staff Adviser - General	10-18-2021

Email Message  
10/18/2021  
Hi -  
I hope your fall 2021 semester is off to a great start! I would like to remind you of some very important dates and deadlines. Please see below.  
[Academic Calendar - click here to view calendar](#)  
**Tuesday, September 07, 2021:** Registration Ends - Last Day to Drop without penalty - Fall  
**Tuesday, September 07, 2021:** Leave of Absence Request Deadline - Fall

Sent 10-18-2021 at 1:20 pm      Read 10-18-2021 at 2:00 pm

**C.** You will now be able to view **all** the student notes in your **student's** file. **Click** on the **plus (+)** to view full details of note (s).

**D.** You can view the **Date & Time** when note was **sent** to your student **AND** the **Date & time** when your student **read** the note (s).

The flag is **cleared** and marked as **reached out to the student**. Just because a flag is cleared in BSP does **not** mean that the situation with your student has been *resolved*. It simply means that, an outreach attempt has been made. Based on the high volume of flags that may be received, from a tracking perspective, it is difficult to keep flags active for a long period of time. Many times, multiple flags may be received for one student, and it is important to be able to manage and keep track of these flags as they come in. Therefore, it is critical that we clear them as soon as we can by initiating contact and documenting this communication in the student's notes section of BSP.

**Types of Flags:** Attendance, General Concern, In Danger of Failing, Missing/Late Two or More Assignments, Never Attended, and Financial Aid.

- **1. Attendance Concern** - This flag should be raised when a student misses **three** class sessions (it can be consecutively or over a period of weeks). The student will receive an email message.
  - **Who can raise the Attendance flag?** Faculty.
  - **Who clears the Attendance flag?** Professional Support Staff (Professional Advisors, EOP Counselors, Success Navigators)/Faculty Advisor, Instructor who is teaching the course.
  - **Who receives notification? (not all flags have an email sent when raised)** Professional Support Staff (Coach, EOP Counselors, EOP Academic Center for Excellence-Maria Brickhouse)/Faculty Advisor.
  - Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** Faculty are expected to reach out to the student to make arrangements to complete missed assignments or discuss how attendance can impact grade. Reach out to student, add notes in Bengal Success Portal, clear the flag.
  
- **2. General Concern** - This flag should **not** be raised in combination with other flags. Raise this flag when no other flags satisfy your specific concern. **Comments are required** and are viewable to the student on their Dashboard under their Notifications. Once the specific tracking item is resolved and cleared, the tracking item and comment are removed from the students Notifications section of their Dashboard. The student will receive an email message.
  - **Who can raise the General Concern flag?** Faculty.
  - **Who clears the General Concern flag?** Professional Support Staff (Professional Advisors, EOP Counselors, Success Navigators)/Faculty Advisor, Instructor who is teaching the course.
  - **Who receives notification? (not all flags have an email sent when raised)** Professional Support Staff (ACE Program Advisor, Associate Dean-Academic Success, Professional Advisors, EOP Counselors, Graduate Advisor, Transfer Professional Advisors)/Faculty Advisor.
  - Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** Reach out to student, add notes in Bengal Success Portal, clear the flag.
  
- **3. In Danger of Failing** - Raise this flag when a student is in danger of failing a course after having a conversation to notify the student. (It is important for the student to hear this from the instructor and have a conversation before a support staff reaches out). An email will be sent to advisors. The student will receive an email message.
  - **Who can raise the In Danger of Failing flag?** Faculty.
  - **Who clears the In Danger of Failing flag?** Professional Support Staff (Professional Advisors, EOP Counselors, Success Navigators)/Faculty Advisor, Instructor who is teaching the course, TA's.
  - **Who receives notification? (not all flags have an email sent when raised)** Professional Support Staff (ACE Program Advisor, Professional Advisors, EOP Counselors, Retention Coordinator, Success Navigators, Transfer Professional Advisors)/Faculty Advisor.
  - Student will receive an email. Email is sent to BSU email account.



- **Professional Staff & Faculty (Major) Advisor Expectations** Reach out to student, add notes in Bengal Success Portal, clear the flag.
- **4. Missing/Late Two or More Assignments** - Raise this flag when a student is missing or late with two or more assignments or one major assignment. The student will receive an email message.
- **Who can raise the Missing/Late assignments flag?** Faculty.
  - **Who clears the Missing/Late assignments flag?** Professional Support Staff (Professional Advisors, EOP Counselors, Success Navigators)/Faculty Advisor, Instructor who is teaching the course, TA's.
  - **Who receives notification? (not all flags have an email sent when raised)** Professional Support Staff (Coach, EOP Counselors, EOP Academic Center for Excellence-Maria Brickhouse, Success Navigators)/Faculty Advisor.
  - Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** Reach out to student, add notes in Bengal Success Portal, clear the flag.
- **5. Never Attended** - Raise this flag to indicate that a student has never attended your class. The student will receive an email message.
- **Who can raise the Never Attended flag?** Faculty.
  - **Who clears the Never Attended flag?** Professional Support Staff (Professional Advisors, EOP Counselors, Success Navigators)/Faculty Advisor.
  - **Who receives notification? (not all flags have an email sent when raised)** Professional Support Staff (ACE Program Advisor, Professional Advisors, Transfer Professional Advisors, EOP Counselors) /Faculty Advisor, Graduate, Advisor, Financial Aid-Joelle Nowak, Retention Coordinator.
  - Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** Reach out to student, add notes in Bengal Success Portal, clear the flag.
- **6. Financial Aid** - This flag is raised automatically over a period of time based on a student having outstanding financial aid responsibilities.
- **Who can raise the Financial Aid flag?** Automatic.
  - **Who clears the Financial Aid flag?** Automatic.
- **7. Pass-fail Option or Course Withdrawal Option** - Raise this flag when a student may benefit from taking a course pass-fail or withdrawing from a course. **Comments are required** and are viewable to the student on their Dashboard under their Notifications. It is also recommended that the flag raiser specify a due date for the student to take action on the flag. For example, enter the Pass-fail Option or Course Withdrawal Option deadline date. Once the specific tracking item is resolved and cleared, the tracking item and comment are removed from the students Notifications section of their Dashboard. The student will receive an email message.
- **Who can raise the Pass-fail Option or Course Withdrawal Option flag?** Instructor.
  - **Who clears the Pass-fail Option or Course Withdrawal Option flag?** Professional Support Staff (Professional Advisors, EOP Counselors, Success Navigators)/Faculty Advisor

- **Who receives notification? (not all flags have an email sent when raised)** Professional Support Staff (ACE Program Advisor, Professional Advisors, Pre-Health Advisor, EOP Counselors, Success Navigators), and Faculty Advisor.
- Student will receive an email. Email is sent to BSU email account.

**Important Note on Flag Types:** In an effort to reduce redundancy and to increase efficiency, the Bengal Success Portal [BSP] Team asks that you please not create [or raise] multiple flag types for a student with the same concern. For instance, if you raise the **Missing/Late Two or More Assignments flag** with a detailed comment of the situation, it is not necessary to also raise the **General Concern flag** with the exact same comment. Raising multiple flag types with the same concern and comment may lead to confusion for the student and those who are a part of the student's Success Network.

## **To-Do's**

- **1. Confirm financial aid eligibility status with the Financial Aid Office** - Secure sufficient funds to pay for all semester charges and course materials prior to the end of the drop/add period.
  - **Who can raise the Confirm Financial Aid Eligibility Status with the Financial Aid Office flag?** Professional Staff-depending on what role(s) you are assigned to in the system.
  - **Who clears the Confirm Financial Aid Eligibility Status with the Financial Aid Office flag?** To-do's show up as a task to be completed and do not need to be cleared.
 

**Who receives notification? (not all flags have an email sent when raised)** Depending on the to-do the designated individuals will receive notification.
  - **Professional Staff & Faculty (Major) Advisor Expectations** Whoever raises this to-do should do follow-up, and add notes in Bengal Success Portal.
- **2. Set-up your Bengal Profile and enter phone number into BSP** - Set up your Bengal Success Portal Profile and enter phone number into BSP.
  - **Who can raise the Set up Your Bengal Success Portal Profile and Enter Phone Number into BSP flag?** Major Advisor/Professional Staff-depending on what role(s) you are assigned to in the system.
  - **Who clears the Set up Your Bengal Success Portal Profile and Enter Phone Number into BSP flag?** To-do's show up as a task to be completed and do not need to be cleared.
  - **Who receives notification? (not all flags have an email sent when raised)** Depending on the to-do the designated individuals will receive notification.
  - **Professional Staff & Faculty (Major) Advisor Expectations** Whoever raises this to-do should do follow-up and add notes in Bengal Success Portal.

## Referrals

- **1. Career & Professional Education Center (CAPE)-Referral** - Use this to refer a student to the Career & Professional Education Center (CAPE).
  - **Who can raise the Career Development Center-Referral?** Faculty/Professional Staff.
  - **Who clears the Career Development Center-Referral?** Referrals do not show up as flags.
  - **Who receives notification? (not all flags have an email sent when raised)** CAPE-Heather Wray
  - Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff Expectations** Reach out to the student and add notes in Bengal Success Portal.
- **2. Financial Aid-Referral** - Use this to refer a student to the Financial Aid Office.
- **Who can raise the Financial Aid-Referral?** Faculty/Professional Staff.
  - **Who clears the Financial Aid-Referral?** Referrals do not show up as flags.
  - **Who receives notification? (not all flags have an email sent when raised)**
  - Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** Reach out to the student and add notes in Bengal Success Portal.
- **3. Residence Life-Referral** - Use this to refer a student to the Residence Life Complex Director.
- **Who can raise the Residence Hall-Referral?** Faculty/Professional Staff.
  - **Who clears the Residence-Referral?** Referrals do not show up as flags.
  - **Who receives notification? (not all flags have an email sent when raised)**
  - Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** Reach out to the student and add notes in Bengal Success Portal.
- **4. Tutoring Services – Other than Writing and Math** - Use this to refer students to Tutoring Services – Other than Writing and Math.
- **Who can raise the Tutoring Referral (Subject Specific)?** Faculty/Professional Staff.
  - **Who clears the Tutoring Referral (Subject Specific)?** Referrals do not show up as flags.
  - **Who receives notification? (not all flags have an email sent when raised)**
  - Tutoring Services – Other than Writing and Math
  - Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** Reach out to the student and add notes in Bengal Success Portal.

- **5. Tutoring-Math Center** - Use this to refer students to the Math Center.
  - **Who can raise the Tutoring-Math Referral?** Faculty/Professional Staff.
  - **Who clears the Tutoring-Math Referral?** Referrals do not show up as flags.
  - **Who receives notification? (not all flags have an email sent when raised)**
  - Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff Expectations** Reach out to the student and add notes in Bengal Success Portal.
  
- **6. Tutoring-Writing Center** - Use this to refer students to the Writing Center.
  - **Who can raise the Tutoring-Writing Referral?** Faculty/Professional Staff.
  - **Who clears the Tutoring-Writing Referral?** Referrals do not show up as flags.
  - **Who receives notification? (not all flags have an email sent when raised)**
  - Student will receive an email. Email is sent to BSU email account.
  - Tutoring-Writing Center-Maggie Herb.
  - **Professional Staff & Faculty (Major) Advisor Expectations** Reach out to the student and add notes in Bengal Success Portal.

## Kudos

- **1. Good work transitioning to remote learning!** - Good Work Transitioning to Remote Learning!
  - **Who can raise the Good Work Transitioning to Remote Learning kudo?** Faculty, Professional Staff- depending on what role(s) you are assigned to in the system.
  - **Who clears the Good Work Transitioning to Remote Learning kudo?** Kudos show up as stars and they do not need to be cleared.
  - **Who receives notification? (not all flags have an email sent when raised)**
  - Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** When seeing students kudos they can be used as positive reinforcement.
  
- **2. Great Effort - Showing Improvement** - Instructors raise this kudo when a student has shown improvement in a course.
  - **Who can raise the Great Effort - Showing Improvement kudo?** Faculty.
  - **Who clears the Great Effort - Showing Improvement kudo?** Kudos show up as stars and they do not need to be cleared.
  - **Who receives notification? (not all flags have an email sent when raised)**
  - Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** When seeing students kudos they can be used as positive reinforcement.

- **3. Keep Up the Good Work** – Instructors and or Professional Staff can raise this kudo for students who are performing well.
- **Who can raise the Keep Up the Good Work kudo?** Faculty and Professional Staff-depending on what role(s) you are assigned to in the system.
  - **Who clears the Keep Up the Good Work kudo?** Kudos show up as stars and they do not need to be cleared.
  - **Who receives notification? (not all flags have an email sent when raised)** Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** When seeing students kudos they can be used as positive reinforcement.
- **4. Outstanding Performance** - Instructors raise this kudo when a student has outstanding academic performance.
- **Who can raise the Outstanding Performance kudo?** Faculty.
  - **Who clears the Outstanding Performance kudo?** Kudos show up as stars and they do not need to be cleared.
  - **Who receives notification? (not all flags have an email sent when raised)** Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** When seeing students kudos they can be used as positive reinforcement.
- **5. You're off to a great start!** - Instructors raise this kudo for students who are performing well in the start of the year.
- **Who can raise the You're off to a Great Start! kudo?** Faculty.
  - **Who clears the You're off to a Great Start! kudo?** Kudos show up as stars and they do not need to be cleared.
  - **Who receives notification? (not all flags have an email sent when raised)** Student will receive an email. Email is sent to BSU email account.
  - **Professional Staff & Faculty (Major) Advisor Expectations** When seeing students kudos they can be used as positive reinforcement.

[For Faculty & Staff: Bengal Success Portal \[BSP\] - FAQ](#)