
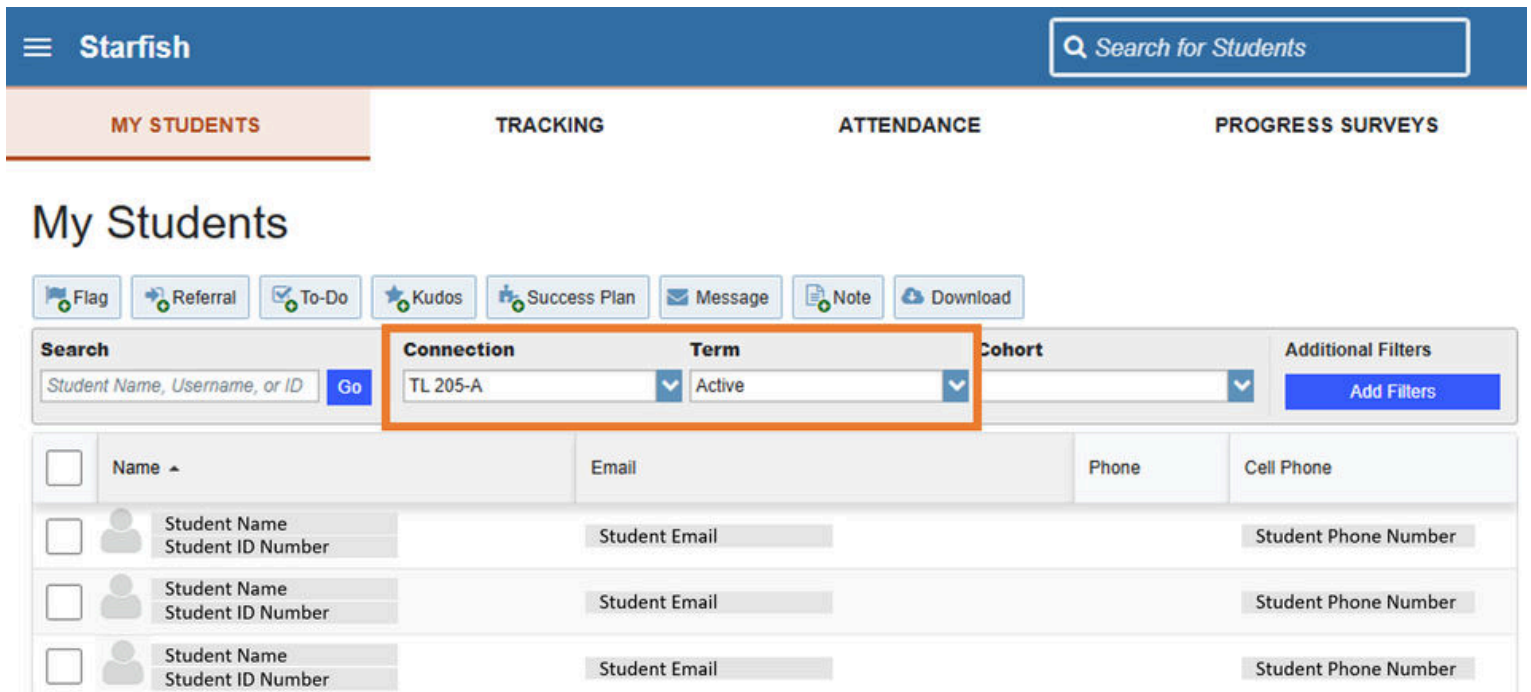


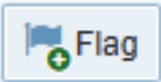
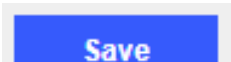
How do I raise a flag for one or more students?

Guide created and shared by The Student Academic Hub

1. Click on the  menu icon in the top left corner of your Starfish homepage.
2. Select **Students > My Students** to see a list of your students.
3. Ensure that the **Term** filter is set to **Active**. Narrow your results to just one course section if desired using the **Connection** filter:



The screenshot shows the Starfish interface. At the top, there is a search bar and navigation tabs for MY STUDENTS, TRACKING, ATTENDANCE, and PROGRESS SURVEYS. Below the tabs, the 'My Students' section is visible. A toolbar contains buttons for Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, and Download. A filter section is highlighted with an orange box, showing 'Connection' set to 'TL 205-A' and 'Term' set to 'Active'. Below the filters is a table with columns for Name, Email, Phone, and Cell Phone. The table contains three rows of student information, each with a checkbox in the Name column.

4. Use the checkboxes to select the student(s) you would like to flag, then click the  button.
5. A pop-up box will appear. Select your desired **Flag** from the drop-down menu and add a comment documenting your concern.
You do not need to select an Assignee.
6. Click on the  button to raise the flag for all selected students.