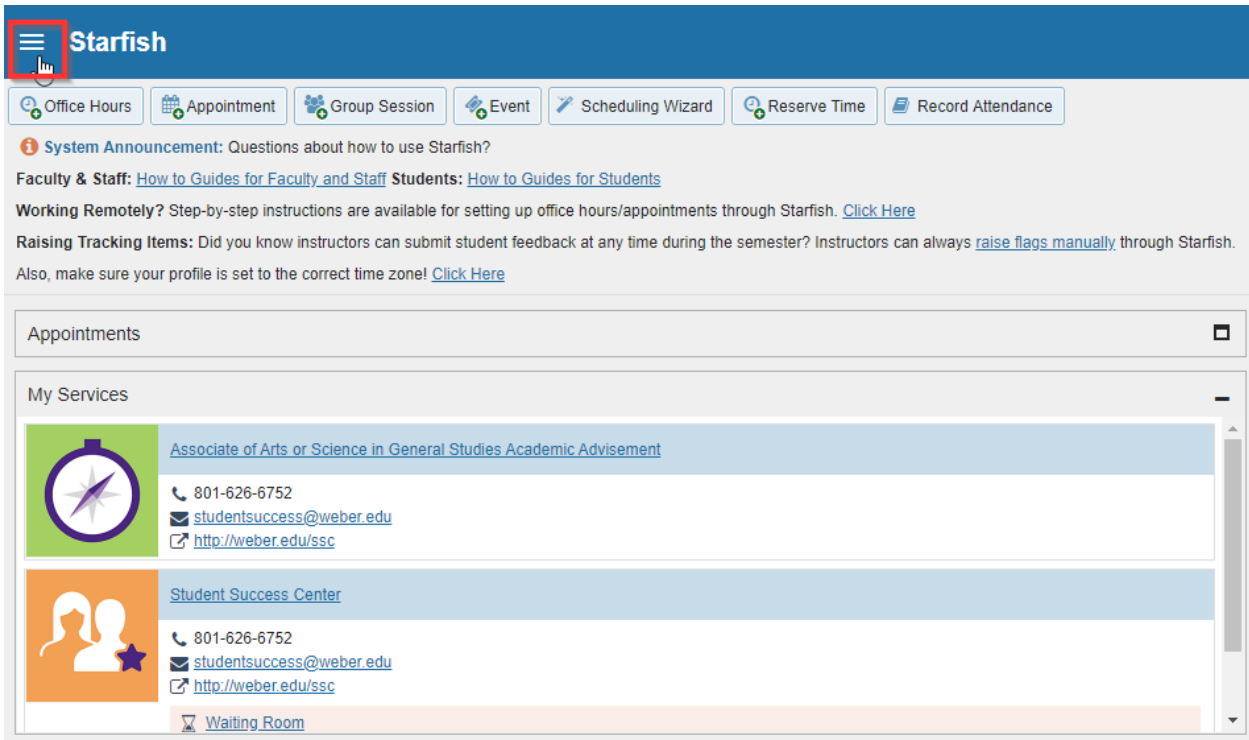
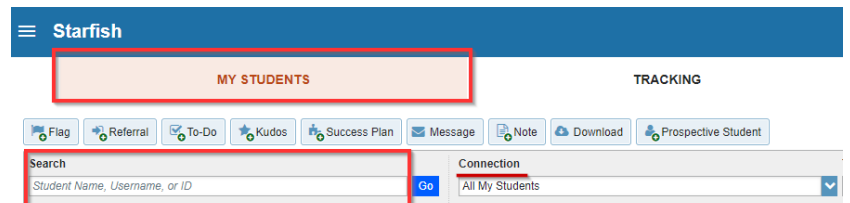
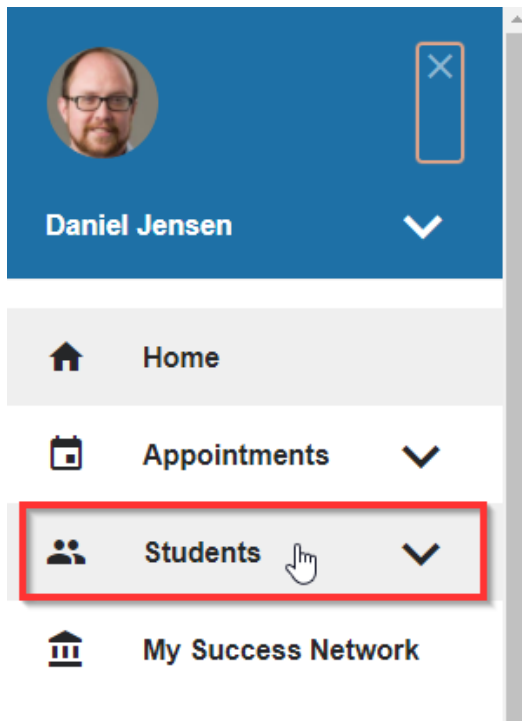


1. From the Starfish menu, click on **Students**.

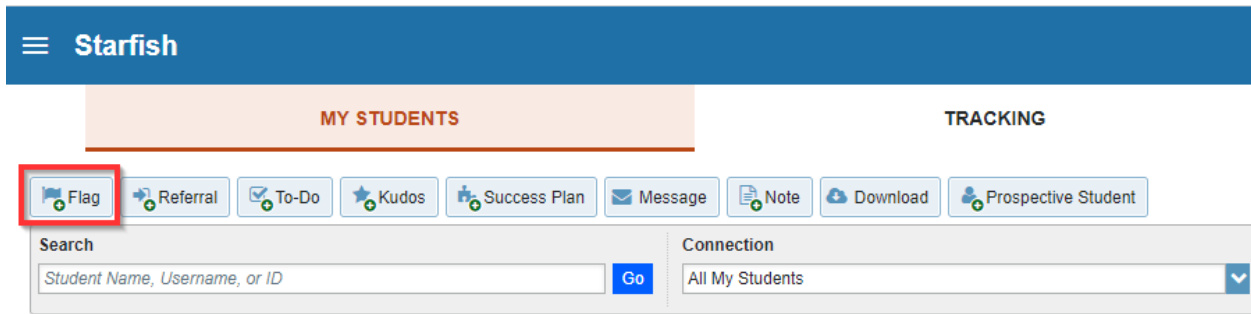


2. On the **My Students** tab, find the desired student by typing the student's name in the **Search** box. You may also pull up your student through your Course list using the **Connection** filter.

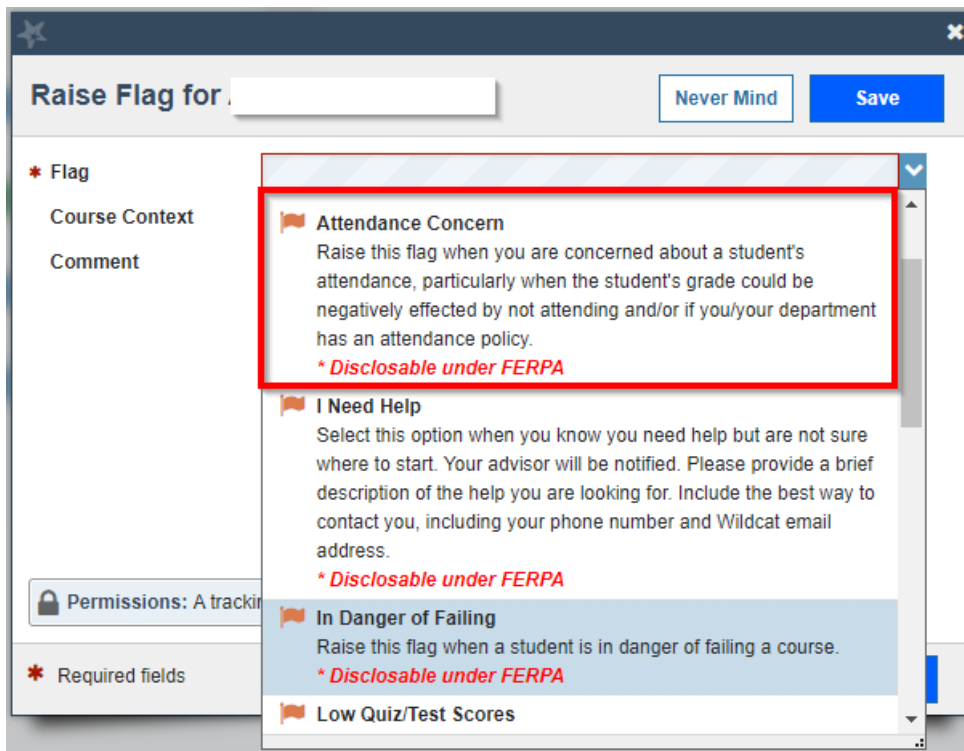


3. Check the box for the student(s) you wish to flag.

- Click the **Flag** button. A list of flags that you have permission to raise on this student is displayed.



- Select the desired **Flag** from the list.



- If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comments** box. Note the information under Student View to see if the flag and corresponding notes are viewable by the student.

Raise Flag for _____ Never Mind Save

* **Flag** Attendance Concern

* **Course Context** Foundations of College Success

Assignee Unassigned
 Me
 Other Provider

Comment *Add comments indicating why the Flag item is being created.*

Student View: The student can view this item and the notes entered above.

Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- Athletics Advisor
- BIS Advisor
- Center for Multicultural Excellence Advisor
- College Advisor - Arts and Humanities
- College Advisor - Business and Economics

[More...](#)

* **Required fields** Never Mind Save

7. Click the **Save** button.

You can follow the same process as above to provide Kudos (congratulatory messages) to a student or group of students by clicking on the **Kudos** button instead of the Flag button in step 5.