Starfish – How to Create a Flag

This tutorial will show you how to create a flag. This is used to alert a student to an issue such as attendance or falling behind in a course.

Directions:

- 1. Log into Starfish.
- 2. Click on the 3 bars by the Starfish title.



3. Click on Students





4. Select the course your student is in under Connection.

≡ Starfish				
My Students Tracking Attendance				
😽 Flag 🔥 Referral 💏 Kudos 🧑 Success Plan 🔤 Me	ssage			
Search		Connection		
Student Name, Username, or ID	Go	201920-SGE121-30119	~	
Name	Email	All My Students	^	
Lohn Doe 500701920	Idoe123@starkstate.net	ADVD CASCADING STYLE SHEETS 201920-WDD222-28288		
lane Doh 500714896	jdoh@starkstate.net	GAME DESIGN 201920-SGE121-30119		
S00730571	<u>sholmes@starkstate.net</u>	201920-WDD121-24411		
Mayor Quimby 500716077	mquimby@starkstate.net			
Homer Simpson 500726267	hsimpson@starkstate.net			
Lisa Simpson 500732198	lsimpson@starkstate.net			
S00682583	sskinner@starkstate.net			
Moe Szyslak S00702032	MSzyslak@starkstate.net			

5. Click on the student name.

My Student	s Track	ing	Attendance
Flag	Referral	Kud	os b oSucce
Search			
Student Nai	me, Username,	or ID	
Name			
	ohn Doe		
S S	00/01920		
یر s s	00701920 ane Doh 00714896		

6. The student profile will display.

Image: Statute in the state Image: State in the state A barrow A barrow A barrow State in the state	Jane S Doh	
Training Training Doese Training Tr	Jane S Doh	× Somes Sources S



7. Click on Flag.

		rou are currently logged
lohn D Doe		
👔 🍽 Flag 🔿 Referral 🖈 Kudos	Message Note	Appointment
A Overview		

8. Click on the down arrow and select the type of flag.

×				×
Raise Flag for J	ohn D Doe	Never Mind	Save	A
* Flag Course Context	Attendance Concern Raise this when a student	t isn't attending class regularly.	^	
Comment	Math Academic Concern	n: Red		

9. Click on the down arrow and select the course.

ohn D Doe	Never Mind	Save
Attendance Concern		A
GAME DESIGN (201920-SGE121-30	119)	V 0
No Course		
GAME DESIGN (201920-SGE121-30	119)	
	Attendance Concern GAME DESIGN (201920-SGE121-30 No Course GAME DESIGN (201920-SGE121-30	Attendance Concern GAME DESIGN (201920-SGE121-30119) No Course GAME DESIGN (201920-SGE121-30119)



10. Add comments in the **comment** box.

Raise Flag for	John D Doe	Never Mind	Save
* Flag	Attendance Concern		~
Course Context	GAME DESIGN (201920-SGE121-301	19)	v 0
Comment	Student missed last two classes.		

11. Click on Save.

	•	
Flag	Attendance Concern	~
Course Context	GAME DESIGN (201920-SGE121-301	119) 🔽 🛛
Comment	Student missed last two classes.	
Student View: Th Permissions: Peo a relationship with	e student can view this item and the ple with the following roles may be able the student(s): vices Leadership	notes entered above. e to see this tracking item if they have
Student Ser	oordinator	
 Student Ser Retention C 		
 Student Ser Retention C Primary Adv 	risor	
 Student Ser Retention C Primary Adv Academic Let 	visor eadership	
 Student Ser Retention C Primary Adv Academic Le General Adv 	visor eadership visor	

12. You will know the flag has been created when you see the message below.

Success!	•
Flag Raised	
OK	

