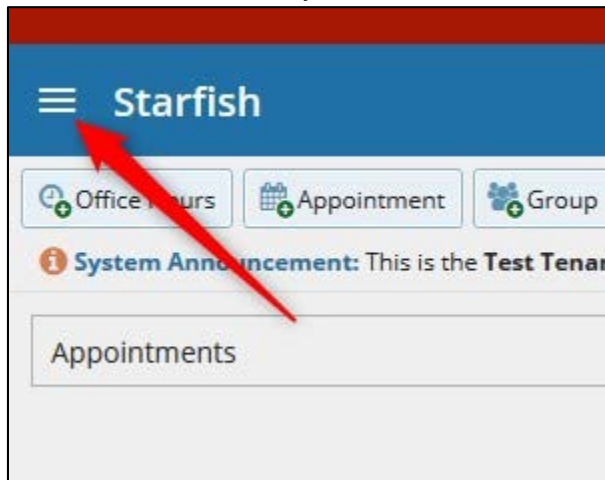


## Starfish – How to Create a Flag

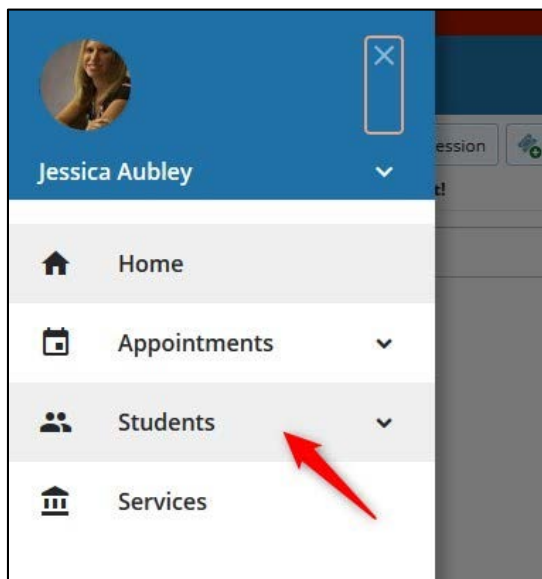
This tutorial will show you how to create a flag. This is used to alert a student to an issue such as attendance or falling behind in a course.

### Directions:

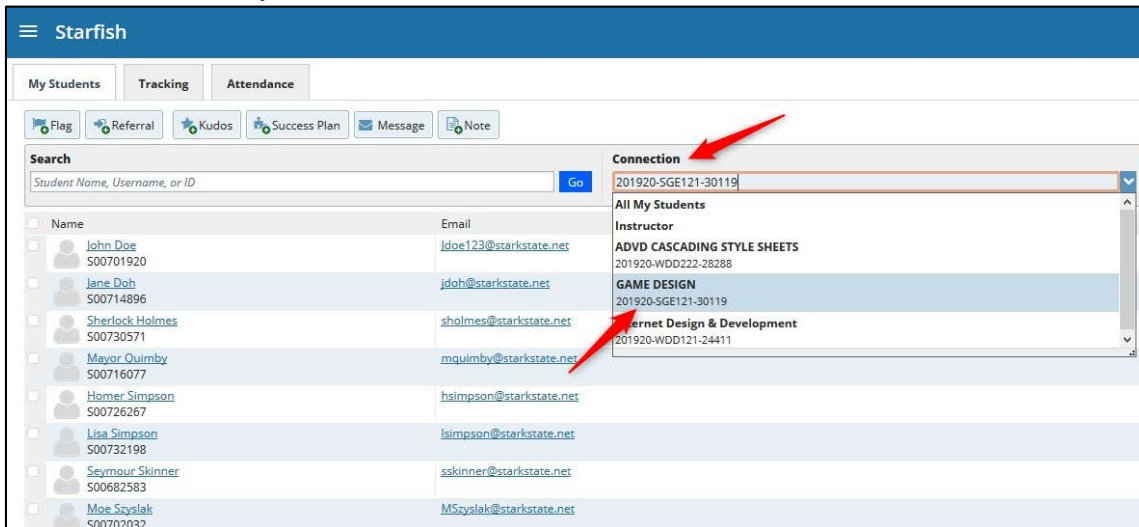
1. Log into Starfish.
2. Click on the **3 bars** by the Starfish title.



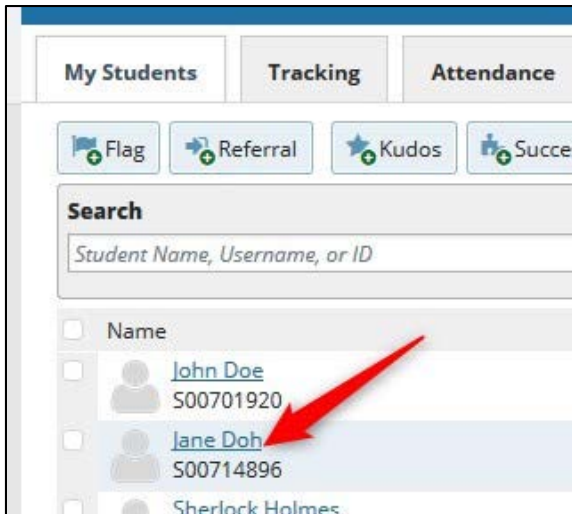
3. Click on **Students**



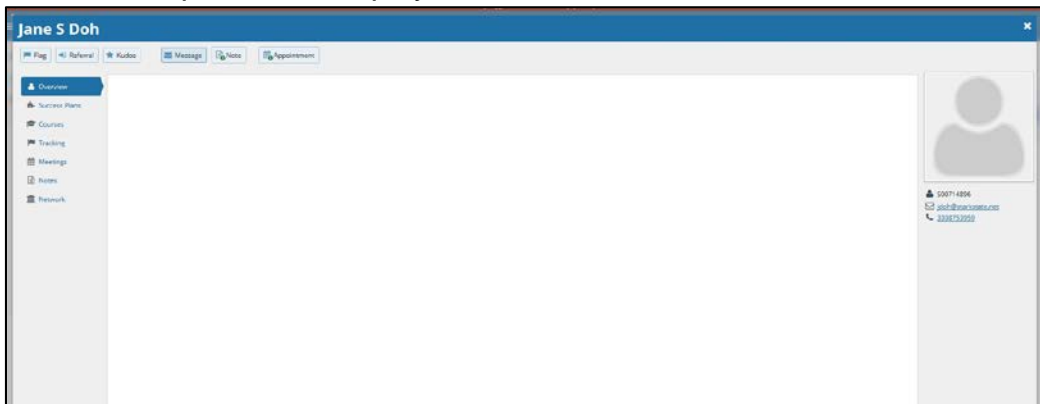
4. Select the course your student is in under **Connection**.



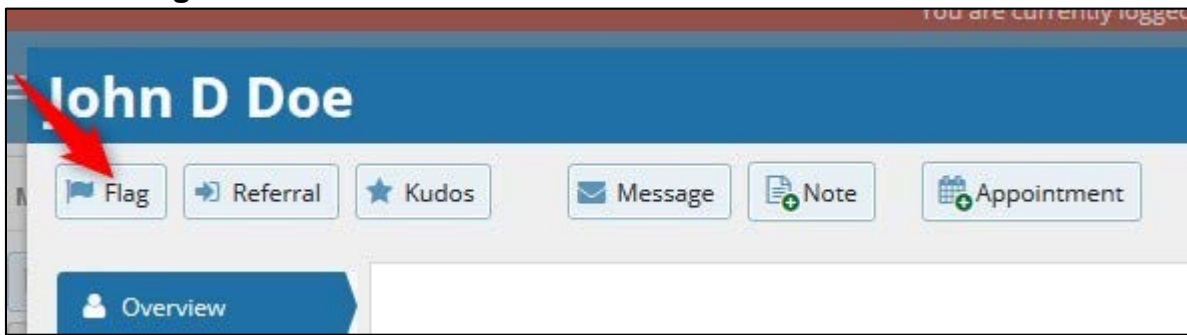
5. Click on the student name.



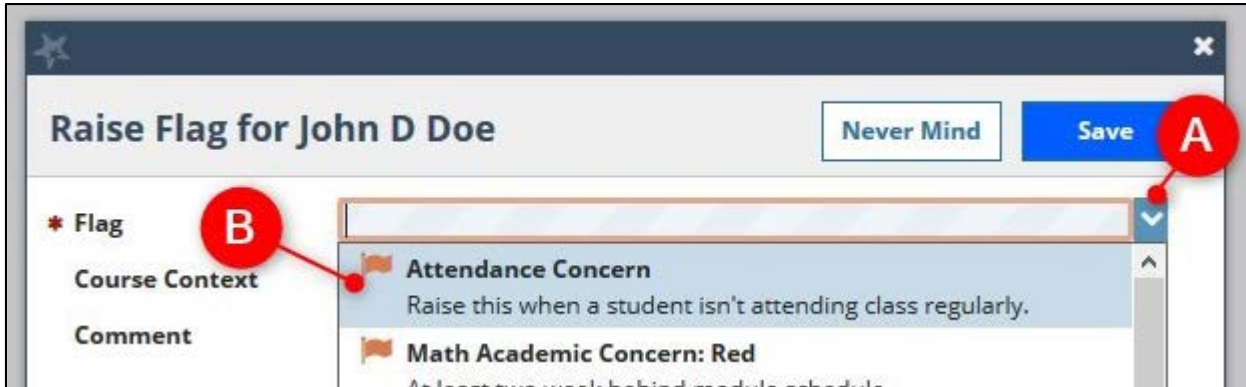
6. The student profile will display.



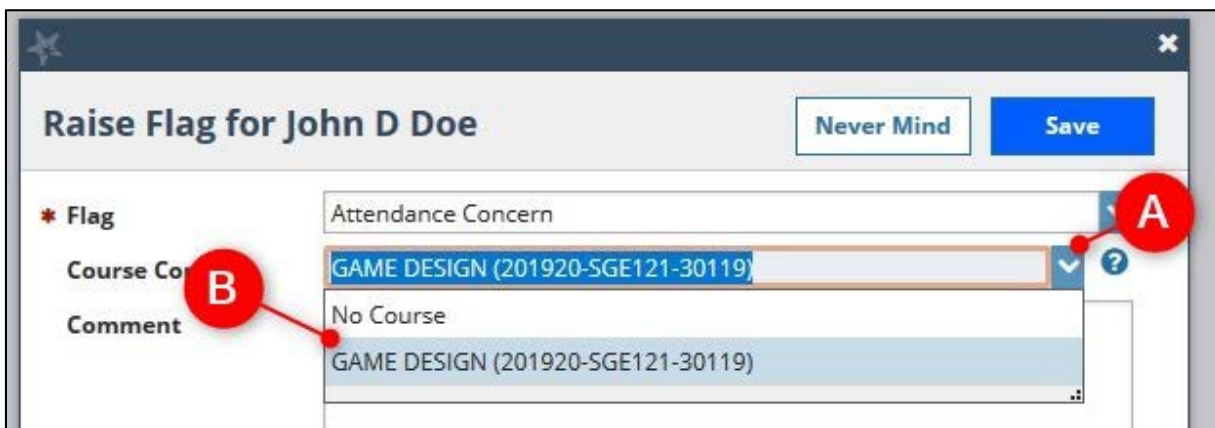
7. Click on **Flag**.



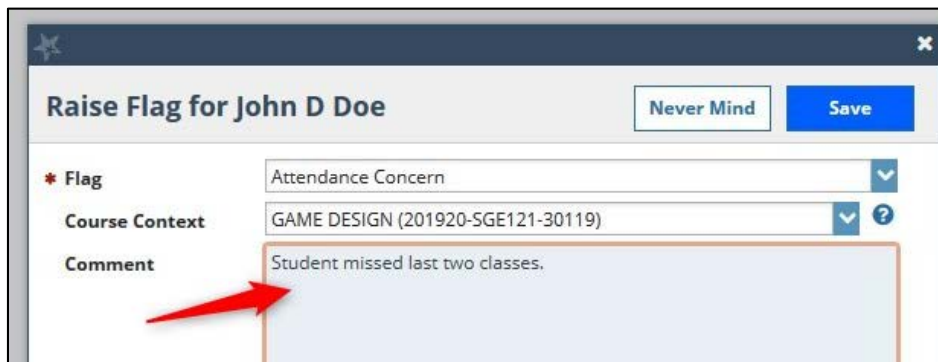
8. Click on the down arrow and select the type of flag.



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

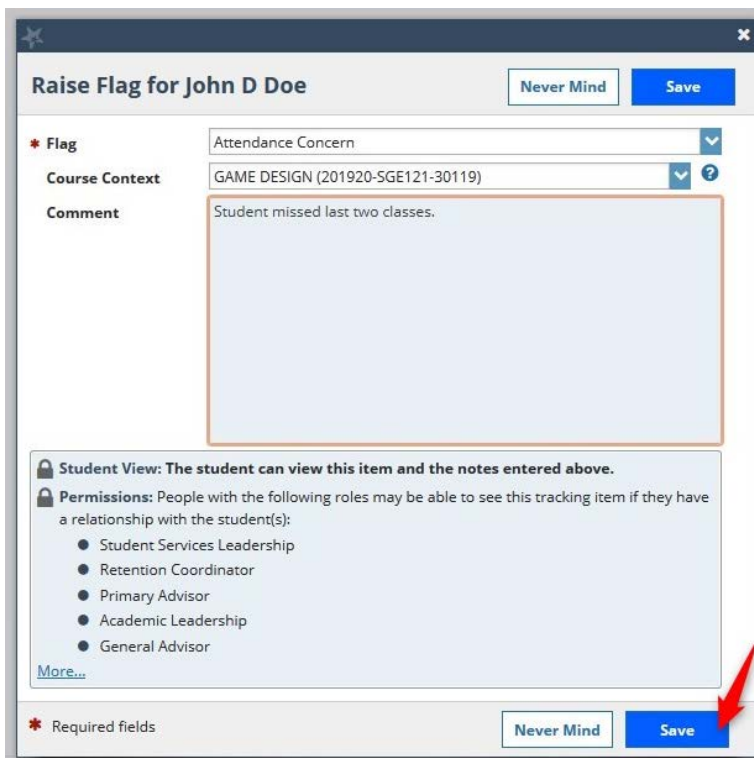


10. Add comments in the **comment** box.



The screenshot shows a web form titled "Raise Flag for John D Doe". At the top right, there are two buttons: "Never Mind" and "Save". The form contains three main sections: "Flag" with a dropdown menu set to "Attendance Concern"; "Course Context" with a dropdown menu set to "GAME DESIGN (201920-SGE121-30119)"; and "Comment" with a text area containing the text "Student missed last two classes." A red arrow points to the "Comment" text area.

11. Click on **Save**.



This screenshot shows the same form as above, but with a red arrow pointing to the "Save" button at the bottom right. Below the comment box, there is a section titled "Student View: The student can view this item and the notes entered above." followed by a "Permissions" section. The permissions list includes: Student Services Leadership, Retention Coordinator, Primary Advisor, Academic Leadership, and General Advisor. There is a "More..." link below the list. At the bottom of the form, there is a "Required fields" indicator and the "Never Mind" and "Save" buttons.

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

