
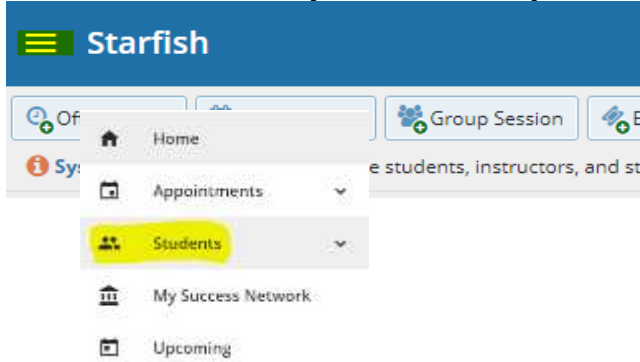


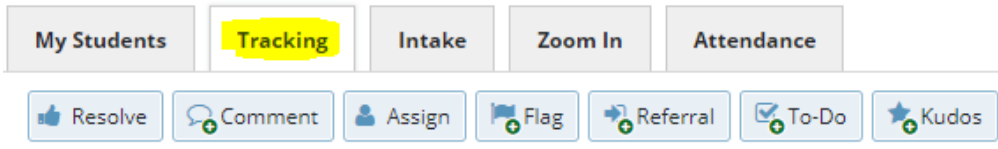
How to Close the Loop (or Clear a Flag)

Log into Starfish (from PeopleSoft or Blackboard).

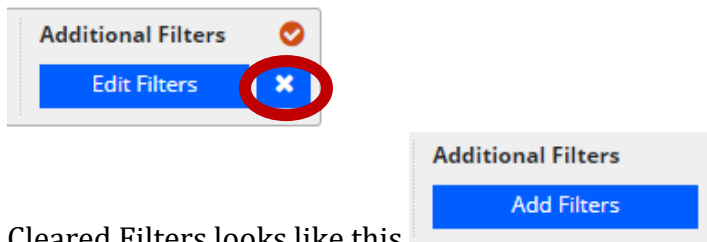
1. Select Menu Options , then select Students from the pull down menu. This will pull up a list of all students to whom you are currently connected in Starfish.



Then click "Tracking." This will present a list of all students associated with you with a tracking item for that semester.

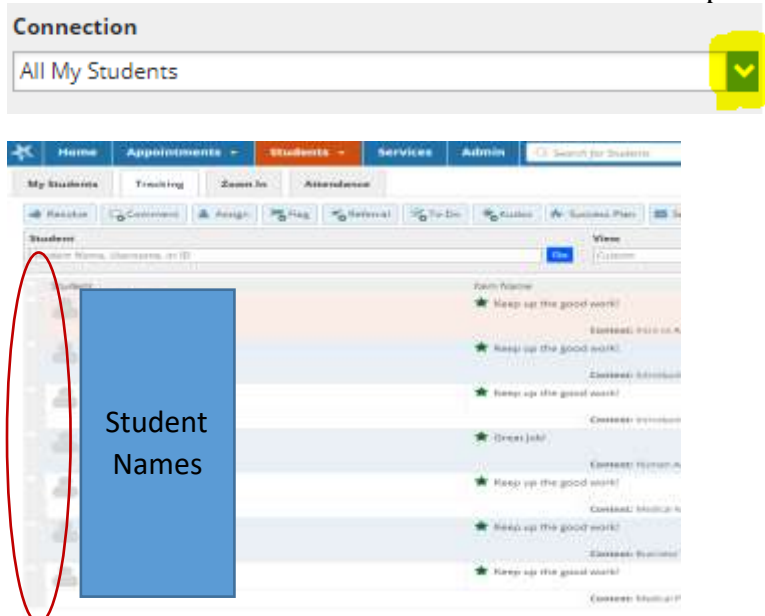


2. Clear all filters

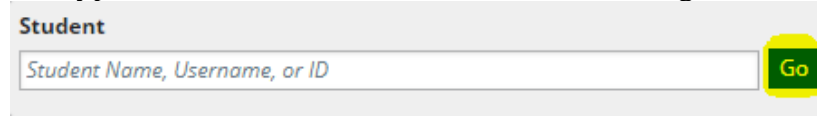


Cleared Filters looks like this

3. Select Connection, if desired, such as a class and select the students by clicking on the boxes next to the student name. OR click the box at the top to select all.

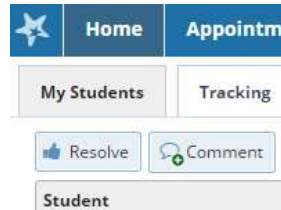


OR Type student name, username, or ID, if looking for one student. Select the student. Click Go.



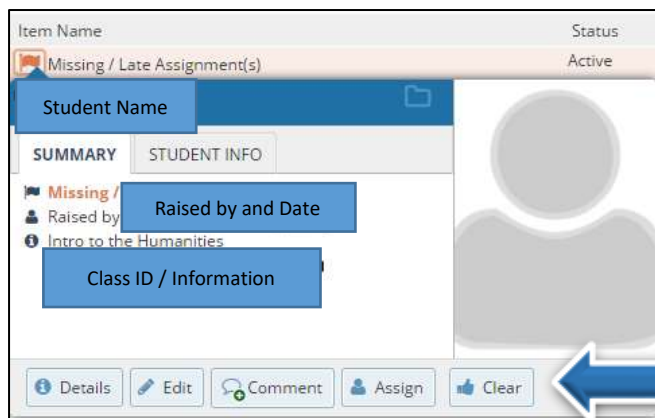
A search bar with the text "Student Name, Username, or ID" and a yellow "Go" button.

4. Click "Resolve."

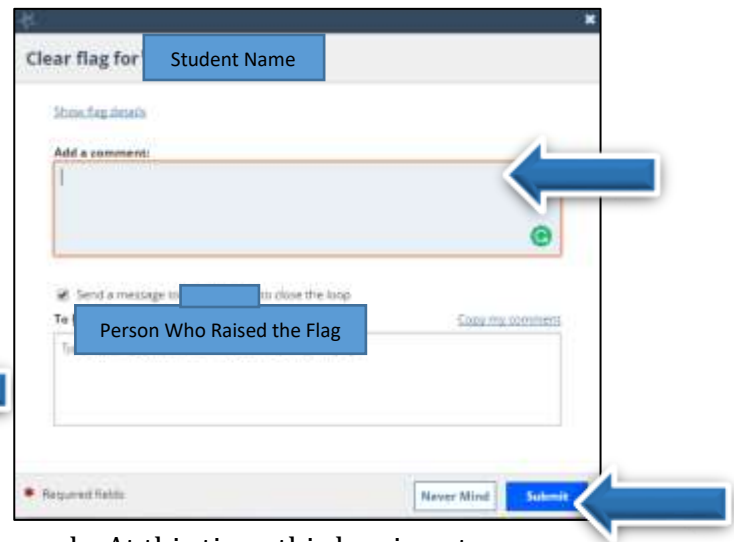


A navigation menu with buttons for "Home" and "Appointm", and tabs for "My Students" and "Tracking". Below are buttons for "Resolve" and "Comment", and a "Student" label.

5. Click on the flag icon next to the flag name. A window will appear. Click on "Clear." Another window will appear.



A student profile window showing a flag icon next to "Missing / Late Assignment(s)" with status "Active". Below are tabs for "SUMMARY" and "STUDENT INFO", and a "Clear" button. A blue arrow points to the "Clear" button.



A "Clear flag for" window with a "Student Name" field, a "Show flag details" link, an "Add a comment:" text area, a "Send a message to" field, and a "Submit" button. Blue arrows point to the comment box and the submit button.

The top **'comment'** box is for your own personal records. At this time, this box is not connected with PeopleSoft or Bb. So use this at your own discretion. Both notes will create permanent records within the student folder. If you selected multiple students. The same comment will go to all students.

- The bottom **'close the loop'** box sends a note back to the instructor (or the one who raised the flag) with any feedback or action that you took for the student. Even if no notes are entered, clicking 'submit' will at least let the instructor know that you acknowledged the flag. It is best to make a note to indicate what action occurred. The same comment will go to all instructors.

6. Click submit when finished typing in your notes. This will clear the flag, post the notes, and close the loop. That's it!

7. The notes will be saved within the student folder.

