
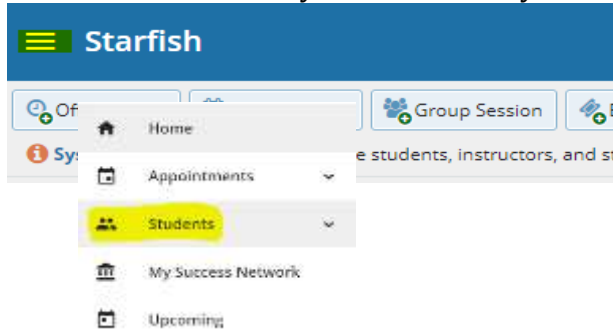


Raising a Manual Flag (Early Alert)

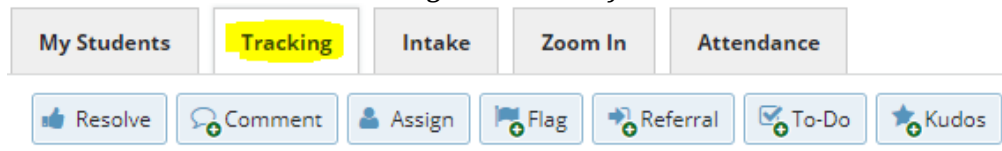
How to:

Log into Starfish (from Blackboard or PeopleSoft).

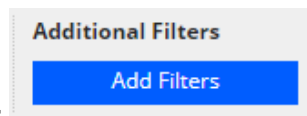
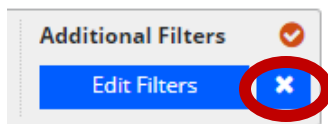
1. Select Menu Options , then select Students from the pull down menu. This will pull up a list of all students to whom you are currently connected in Starfish.



Then click "Tracking." This will present a list of all students associated with you with a tracking item for that semester. *Clicking on the "add filters" button.*

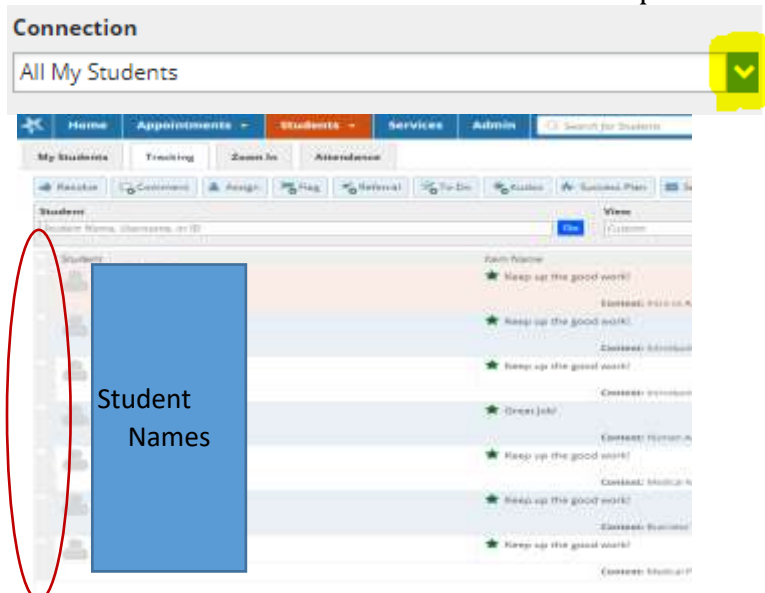


2. Clear all filters



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.

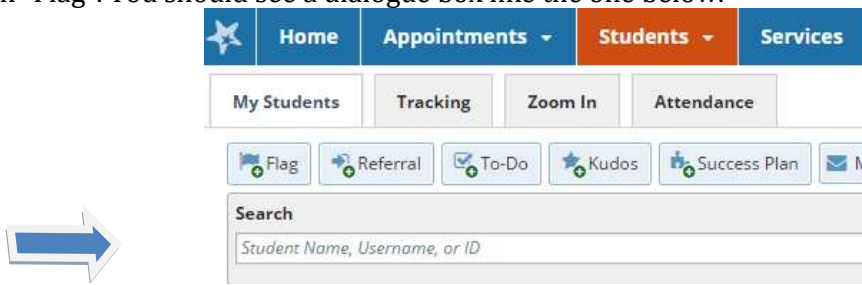


OR Type student name, username, or ID, if looking for one student. Select the student. Click Go.

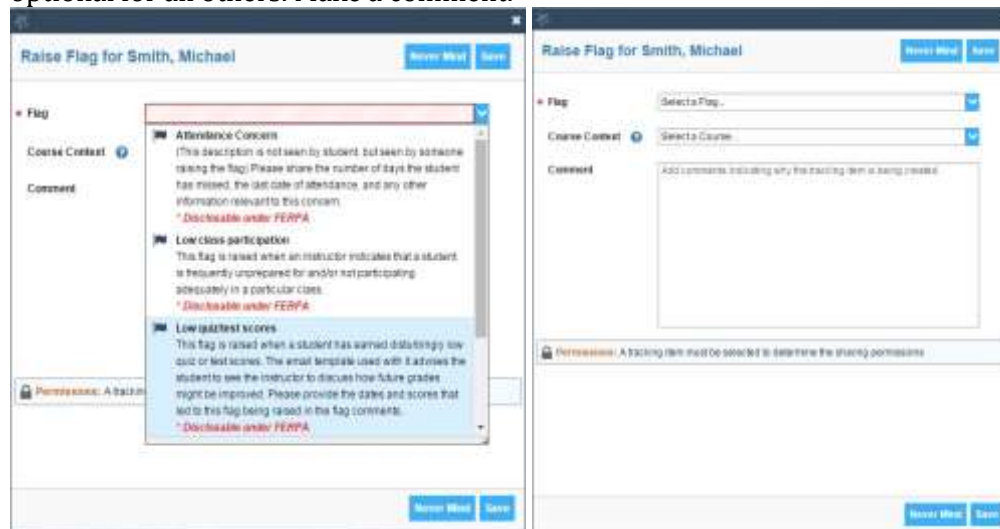
Student

Go

4. Click on “Flag”. You should see a dialogue box like the one below.



5. Then click the appropriate flag in the “Flag” drop down menu. Some of the choices will be available. Make comments in the comment section (required for “Academic Concern” and “Low quiz/test scores,” optional for all others. Make a comment.



Remember if raising a referral flag, list what the student needs help with. Be specific.

6. Click “Save.”
That’s it!