

Raise a Flag on one of your students

When you have a concern with a particular student, raise a flag, to-do, or referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

1. Click on the **Students** navigation item to see your list of students.
2. Find the desired student by typing the name into the **Search** box.
3. Click on the student's name to bring up the **Student Folder**.
4. Click the **Flag** button.

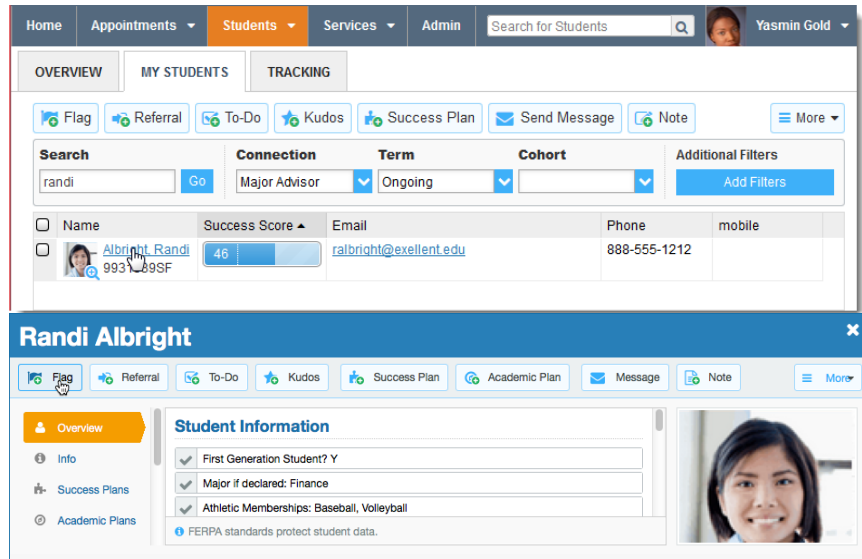
A list of flags that you have permission to raise on this student is displayed.

5. Select the desired **Flag** from the list.
6. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box.
7. Click the **Save** button.

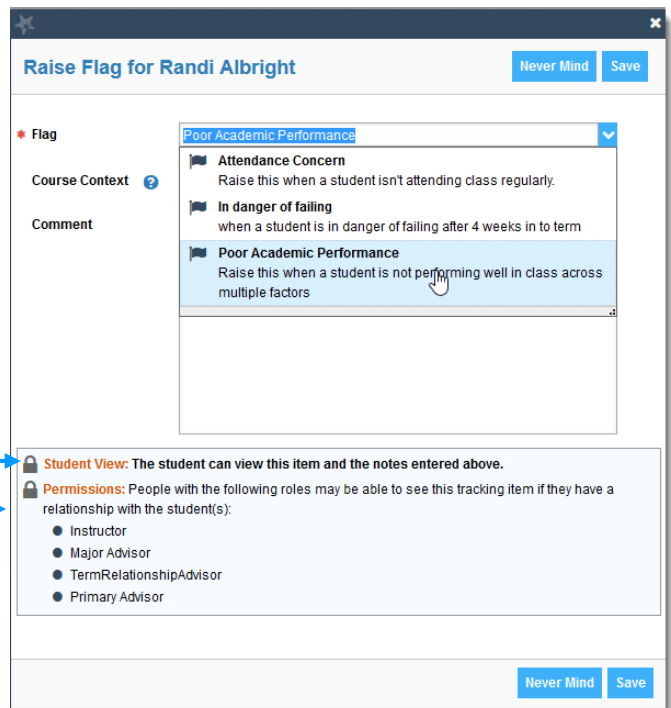
Notes:

The **Student View**: indicates whether the student can view the flag and the notes you include in the **Comment** box.

The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.



The screenshot shows the Starfish system interface. At the top, there are navigation tabs: Home, Appointments, Students (selected), Services, and Admin. A search bar for students is visible. Below the navigation, there are buttons for Flag, Referral, To-Do, Kudos, Success Plan, Send Message, and Note. A search box contains 'randi' and a 'Go' button. Below the search, there are filters for Connection (Major Advisor), Term (Ongoing), and Cohort. A table lists student information, including Name, Success Score, Email, and Phone. The student 'Albright, Randi' is selected, and their 'Student Folder' is open. The folder shows a 'Flag' button highlighted, along with other options like Referral, To-Do, Kudos, Success Plan, Academic Plan, Message, and Note. The 'Student Information' section shows details like 'First Generation Student? Y', 'Major if declared: Finance', and 'Athletic Memberships: Baseball, Volleyball'.



The screenshot shows the 'Raise Flag for Randi Albright' dialog box. The title bar includes 'Never Mind' and 'Save' buttons. The 'Flag' dropdown menu is open, showing options: 'Attendance Concern', 'In danger of failing', and 'Poor Academic Performance' (selected). The 'Course Context' dropdown is empty. The 'Comment' text area is empty. Below the comment area, there is a 'Student View' section with a lock icon and the text: 'The student can view this item and the notes entered above.' Below that, there is a 'Permissions' section with a lock icon and the text: 'People with the following roles may be able to see this tracking item if they have a relationship with the student(s):'. The roles listed are: Instructor, Major Advisor, TermRelationshipAdvisor, and Primary Advisor. At the bottom right, there are 'Never Mind' and 'Save' buttons.