


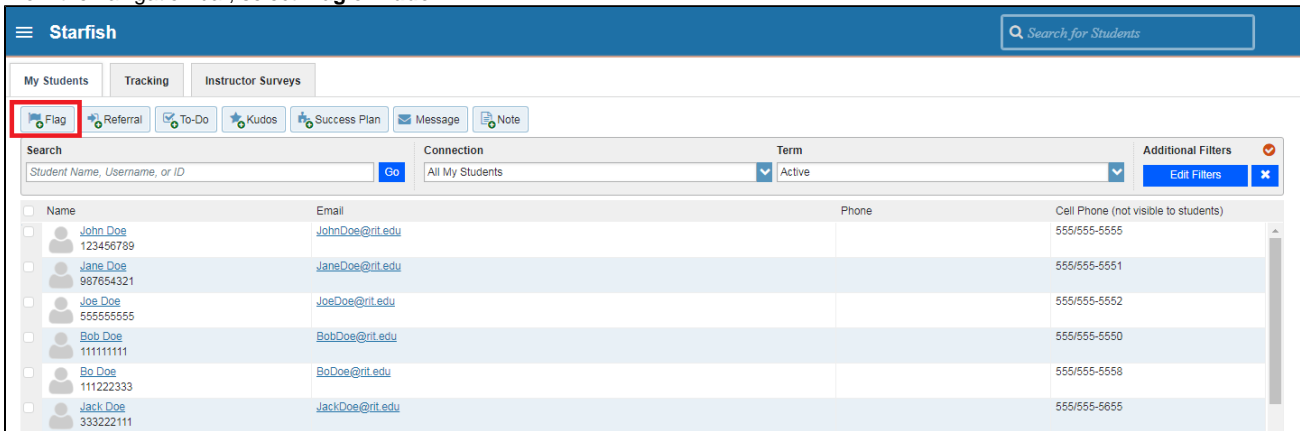
Instructor n. Raise a Flag or Kudo

Raising a **Flag** or **Kudo** allows an instructor to send a performance update directly to the student. The system will generate a standardized email that is sent directly to the student. Flags and Kudos can be sent at anytime during the semester.

1. Access Starfish through:
 1. myCourses by clicking the **Starfish** button or the hyperlink
 2. SIS by clicking the **Starfish** tile on the Teaching, Advising & Support page

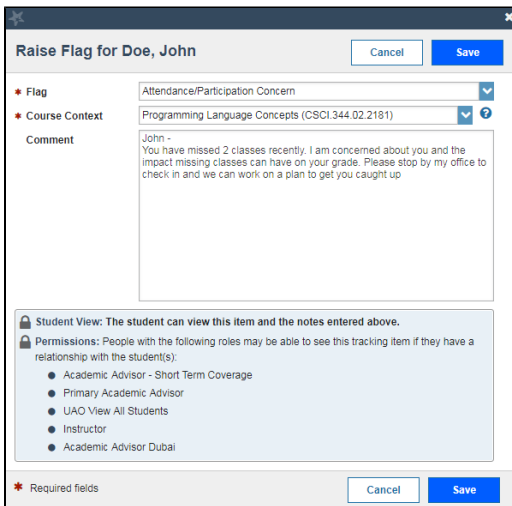


2. From the Starfish homepage, click the navigation **Menu**  in the upper left corner of the screen
 1. Click the arrow next to the word students to display a drop-down menu
 2. Select **My Students**
3. From **My Students** or the **Student Folder** you can manually raise a flag or kudo at any point during the term
4. From **My Students**, select the student(s) to receive a Flag or Kudo by checking the box next to their name
5. From the navigation bar, select **Flag** or **Kudo**



Name	Email	Phone	Cell Phone (not visible to students)
John Doe 123456789	JohnDoe@rit.edu		555/555-5555
Jane Doe 987654321	JaneDoe@rit.edu		555/555-5551
Joe Doe 555555555	JoeDoe@rit.edu		555/555-5552
Bob Doe 111111111	BobDoe@rit.edu		555/555-5550
Bo Doe 111222333	BoDoe@rit.edu		555/555-5558
Jack Doe 333222111	JackDoe@rit.edu		555/555-5655

6. Select the appropriate **tracking item** (area of concern or recognition) from the dropdown menu
7. Add **comments**, addressing them to the student, these comments will be sent to the student in an automated email (you can see sample emails on the [Starfish Communications](#) page)
8. Select the related course from the **Course Context** dropdown menu



Raise Flag for Doe, John [Cancel] [Save]

★ **Flag**: Attendance/Participation Concern

★ **Course Context**: Programming Language Concepts (CSCI.344.02.2181)

Comment:
John -
You have missed 2 classes recently. I am concerned about you and the impact missing classes can have on your grade. Please stop by my office to check in and we can work on a plan to get you caught up.

Student View: The student can view this item and the notes entered above.

Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- Academic Advisor - Short Term Coverage
- Primary Academic Advisor
- UAO View All Students
- Instructor
- Academic Advisor Dubai

* Required fields [Cancel] [Save]

9. Click **Save** to submit and the appropriate communication will be sent to the student