

# Instructor o. Comment on a Flag


Instructors and advisors (faculty, academic and support) can **add comments** to flags that have been raised. Information appropriate for a comment includes updates about the students performance in the course, a recap of a meeting with a student about the flag and/or any additional information related to the flag. When adding comments, instructors and advisors are encouraged to address the comment directly to the student and send the student a copy of it (see below for instructions on how to send to the student).

**IMPORTANT:** Information entered in the Starfish system is disclosable under FERPA. If a student requests to view their educational record, information from the Starfish system may be requested.

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 **Tracking**

3. Search by **Student** or your **Connection** to the student

1. Hover your cursor over the flag icon by the alert you want to choose, the Flag Menu will appear
2. Select **Comment** (Do not use the Edit Flag function)

The screenshot shows the Starfish web application interface. At the top, there is a blue header with the Starfish logo and a search bar labeled "Search for Students". Below the header, there are tabs for "My Students", "Tracking", and "Instructor Surveys". A row of action buttons includes "Resolve", "Comment", "Assign", "Flag", "Referral", "To-Do", "Kudos", "Success Plan", and "Send Message". The main area displays a table of students with columns for "Student", "Success Score", "Item Name", "Status", "Created", "Assigned", and "Due". A modal window is open over one of the rows, showing details for "Doe, Jane" with a "SUMMARY" tab selected. The summary lists "Multiple Academic Concerns" raised by "Doe, John(10-23-2018)" for the course "Introduction to Psychology (PSYC.101.04.2181)". At the bottom of the modal, there are buttons for "Details", "Edit", "Comment", and "Clear".

4. Enter appropriate subject and note

1. Should be clear, supportive, and specific to the alert
2. Do not include any personal or medical information the student has shared with you
3. Avoid evaluative language

The image shows a 'Create Note' form window. At the top left is a star icon and at the top right is a close button (X). The title 'Create Note' is on the left, and 'Cancel' and 'Submit' buttons are on the right. Below the title is a 'Subject' label and an empty text input field. Underneath is a '\* Note' label and a larger empty text area. Below the note area are two checkboxes: 'Send copy of note to yourself' and 'Send copy of note to student'. At the bottom left, there is a '\* Required fields' label. At the bottom right, there are 'Cancel' and 'Submit' buttons.

5. **Check the appropriate box(es)** to indicate who should be copied on the communication (communication will be emailed directly to those indicated)
6. Click **Submit** and the comment will be added to the flag and emails will be sent to those selected