


# 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**

A screenshot of the Starfish web application interface. At the top, there is a blue navigation bar with the Starfish logo and a search box labeled "Search for Students". Below this is a header section with three tabs: "MY STUDENTS" (highlighted in orange), "TRACKING", and "INSTRUCTOR REPORTS (2)". Under the "MY STUDENTS" tab, there are several action buttons: "Flag" (highlighted with a red box), "Kudos", "Success Plan", "Message", and "Note". Below the buttons is a search and filter section with a search box, a "Go" button, and dropdown menus for "Connection" (set to "All My Students") and "Term" (set to "Active"). There is also an "Additional Filters" button. The main area displays a table of students with columns for Name, Success Score, Email, Phone, and Cell Phone. Five rows of student data are visible, each with a checkbox in the Name column.

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

A screenshot of a web form titled "Raise Flag for Doe, John". The form has a "Cancel" button and a "Save" button at the top right. It contains several fields:

- Flag**: A dropdown menu with "Attendance/Participation Concern" selected.
- Course Context**: A dropdown menu with "Programming Language Concepts (CSCI 344.02.2181)" selected.
- Comment**: A text area containing the text: "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".

At the bottom, 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 this 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):" followed by a list of roles with radio buttons:

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

At the bottom of the form, there is a "Required fields" section with "Cancel" and "Save" buttons.

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