


Instructor n. Raise a Flag or Kudos

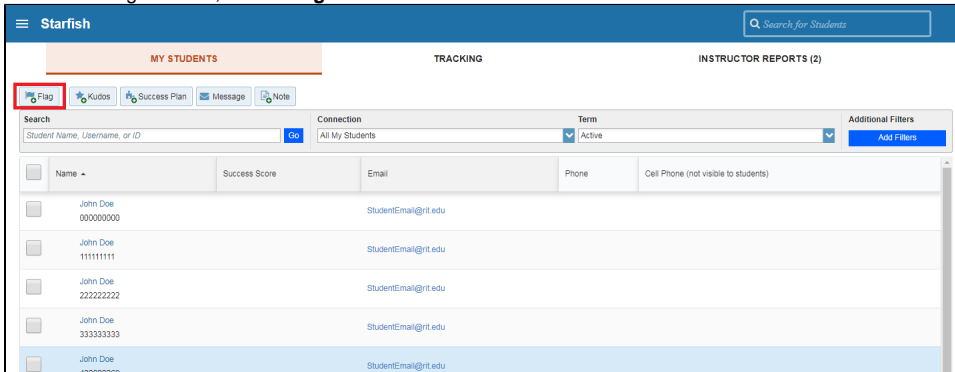
Raising a Flag or Kudo allows an instructor to send a performance update directly to the student. The system will generate a [standardized email](#) that is sent directly to the student. Flags and Kudos can be sent at anytime during the semester.

Click on the video below to view the Starfish Video Series: How to Raise Flags or Kudos or scroll down for step-by-step directions.

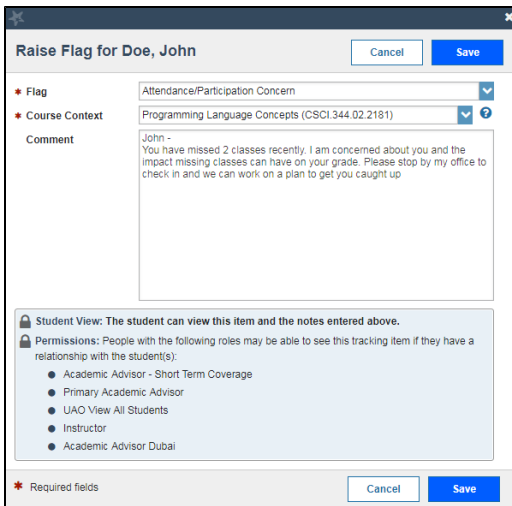
1. Access [Starfish](#) through:
 - a. [myCourses](#) by clicking the **Starfish button** or the hyperlink
 - b. [SIS](#) by clicking the **Starfish tile** on the Teaching, Advising & Support page



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



6. Select the appropriate **tracking item** (area of concern or recognition) from the dropdown menu
7. Add **comments**, addressing them to the student, as these comments will be sent to the student in an automated email (you can see sample emails on the [Starfish Communications](#) page). Comments should not include anything personal in nature. If you have behavioral or mental health concerns about a student you should submit a Tiger Concern Report to RIT's Student Behavior Consultation Team (SBCT).
8. Select the related course from the **Course Context** dropdown menu



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