

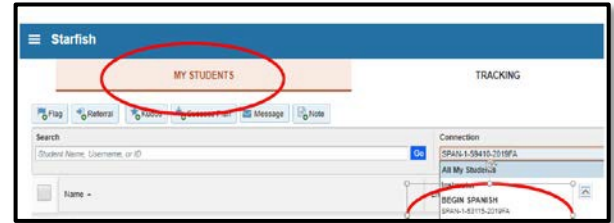


Manually Raise Tracking Items – Faculty & Staff

Manually raise a Tracking Item on individual or multiple students

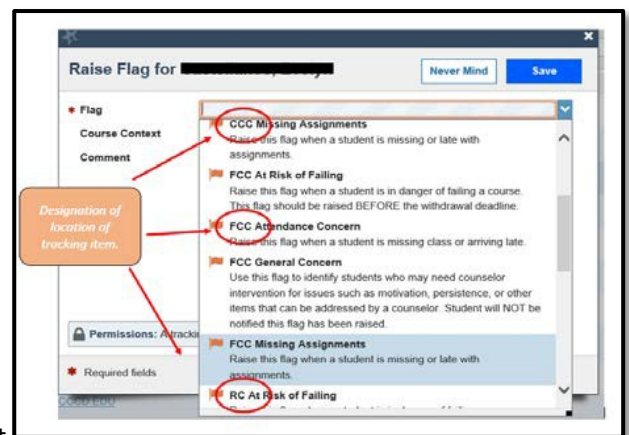
When you have a concern with a particular student or set of students, raise a flag, kudo, or referral to communicate your concerns. The appropriate individuals will be notified when you save the item.

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 or by selecting multiple names on your roster.
3. Click the **appropriate Tracking Item** button by selecting Flag, Referral, or Kudo. Then please be sure the correct campus location is selected (noted by the campus name)



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

4. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box. Likely, only the section the student is enrolled in will show, depending on your relationship with the student in Starfish.
5. 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.

Access the **Tracking** tab of any **Student Folder** to look at details of flags raised on that student. The details of what you see are based on your relationship to the student(s) and the privileges granted to your role. You can also view all tracking items raised in the Tracking tab located at the top of your Students screen (next to the My Students tab).

