INSTRUCTIONS to CLOSE a FLAG Referral in STARFISH

Logon to Starfish, either through BlackBoard logon, or the stand alone link.

On your Starfish Home page, you should see a list of students for whom you raised a flag or made a referral in the Flags I am Managing channel.

Click on the blue dropdown arrow on the Flag icon to see options.

Click the Clear Flag option, enter comments in the Comment and Close the Loop sections. Submit.

*If you do not see the student in your list . . .*

Click on the Students tab at the top, then My Students tab immediately below.

In the Connection field, select your course from the list or select All My Students.

The Term field should read: Active.

In the Search field, type in the first few letters of the student’s last name, click Go.

The students registered in your course should appear in the list.

Locate the student for whom you wish to close the flag or referral.

Click on the student’s linked name.

Click on Tracking (second row of gray tabs at the top).

Locate the flag you wish to clear. Click on the blue dropdown arrow on the Flag icon to see options.

Click the Clear Flag option, enter comments in the Comment and Close the Loop sections. Submit.

BEST PRACTICE NOTE: You can also make intermittent notes as the student progresses through the intervention plan to note progress and status of the flag by using the Add Comment or Edit Flag options. Once adequate progress is made and you are ready to clear a flag, sending the student a Kudo noting the Improvement reinforces the positive progress.