

# How to View Student Flags, Kudos, & Referrals

Instructors, advisors, & other academic support staff have the ability to view flags, *kudos*, & referrals (tracking items) for students with whom they have a relationship. Access to this Starfish data is granted on a term-by-term basis and users are only able to view tracking items for students they are connected to in the current term. Additionally, the ability to view this data is granted on a need-to-know basis to individuals who inhabit specific roles in Starfish.

## 1 OPEN STARFISH

- ◆ Log in at [starfish.uncg.edu](http://starfish.uncg.edu), or
- ◆ Click the Starfish button in [iSpartan Apps & Tools](#), or
- ◆ Open Starfish from [Canvas](#) (Account→Profile→Starfish)

Enter your UNCG username and password to log in

## 2 SEARCH FOR STUDENTS

- ⇒ If you know the specific student you are searching for, type their name in the top search bar. Click the student name to open the **Student Folder**
- ⇒ If you wish to browse your students to see who among them has active flags, *kudos*, or referrals, click the  icon and select the **Students** menu option. Then, select the **Tracking** tab at the top.

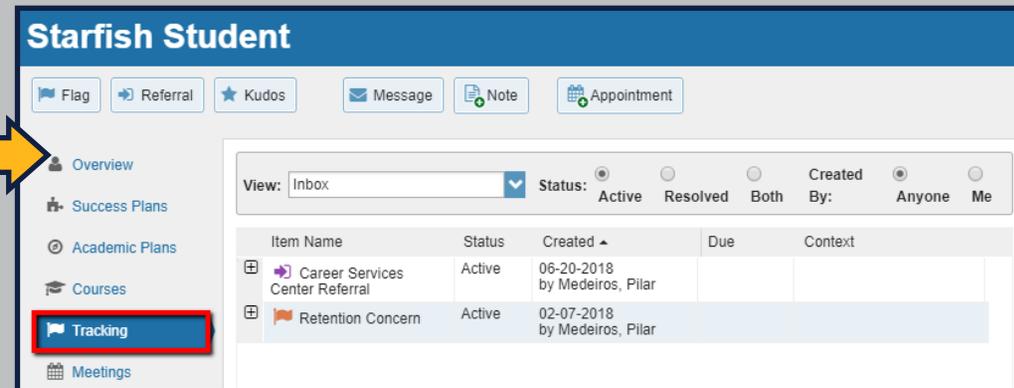
## FROM THE STUDENT FOLDER

1. Select **Tracking** from the left-side menu
2. Use the filters along the top to narrow your search for student tracking items
3. If you see the  icon, this indicates there are more details associated with an item. Click the icon to view details.
4. If your role allows, you may take action on an item by adding a comment to it and/or clearing it. Hover over the item icon    and select your preferred option.

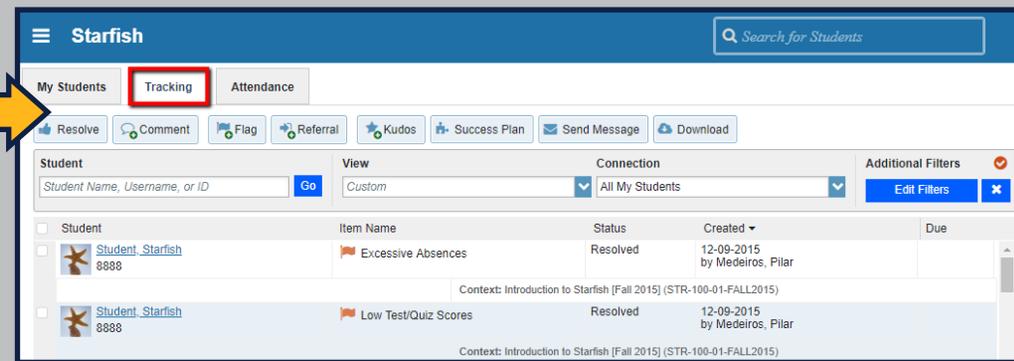
## 3

## FROM THE TRACKING TAB

1. Use the filters along the top to filter your list by various criteria.
2. See a list of students who have tracking items according to the filter criteria you set. You will see the tracking item type, name, status, creator, and creation date.
3. Hover over the item icon    to view details, add a comment to the item, and/or clear the item (if your role allows). These actions may also be taken using the top menu buttons.



Item Name	Status	Created	Due	Context
Career Services Center Referral	Active	06-20-2018 by Medeiros, Pilar		
Retention Concern	Active	02-07-2018 by Medeiros, Pilar		



Student	Item Name	Status	Created	Due
Student Starfish 8888	Excessive Absences	Resolved	12-09-2015 by Medeiros, Pilar	
Student Starfish 8888	Low Test/Quiz Scores	Resolved	12-09-2015 by Medeiros, Pilar	