

How to Raise Flags, Kudos, & Referrals


Instructors have the ability to raise flags, *kudos*, and referrals on students at any point during fall, spring, and summer terms (while courses are in session). This is beneficial when there is concern for a student before an Academic Status Report (ASR) is available or after the report has already been submitted. This quick guide provides step-by-step instructions for issuing these items to students outside of the ASR so that feedback may be issued to students anytime it is appropriate. Advisors and academic support staff can issue referrals to their students (but cannot issue flags or *kudos*).

1 OPEN STARFISH

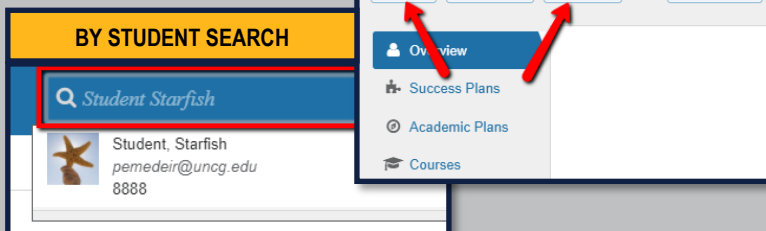
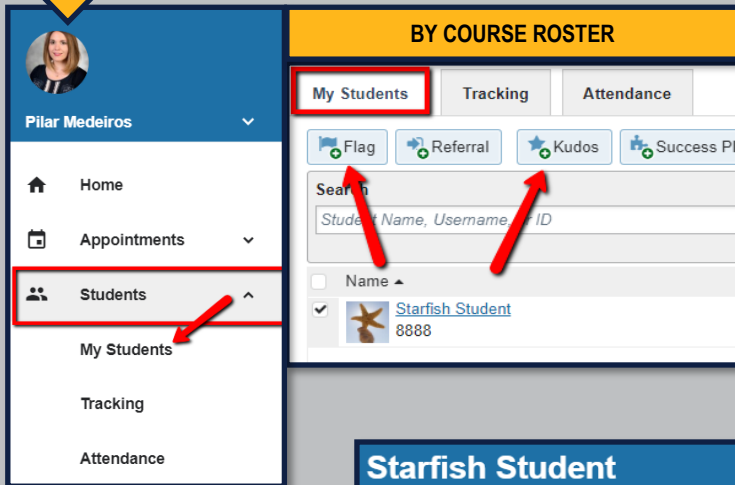
- ⇒ Log in at starfish.uncg.edu, or
- ⇒ Click the Starfish button in [iSpartan Apps & Tools](#), or
- ⇒ Open Starfish from [Canvas](#) (Account→Profile→Starfish)

Enter your UNCG username and password to log in

2 SEARCH FOR STUDENTS


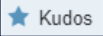

- ⇒ If you wish to browse your course rosters for students requiring feedback, click the  icon and select the **Students** menu option. Then, select the *My Students* tab at the top.
- ⇒ Use the filters to sort your student list by course section and browse your roster

- ⇒ If you know the student you wish to raise a flag, *kudos*, or referral on, simply type their name in the top search bar. Click the student name to open the **Student Folder**.






3 ISSUE FLAGS, KUDOS, & REFERRALS

FROM THE STUDENT FOLDER:

- ⇒ Click the   or  button
- ⇒ Enter all required information in the dialogue box
- ⇒ Click Save

FROM MY STUDENTS ROSTER:

- ⇒ Check the box beside at least one student name
 - * *Selecting multiple students at the same time will result in students receiving identical feedback/comments*
- ⇒ Select the   or  button
- ⇒ Enter all required information in the dialogue box
- ⇒ Click Save

AFTER YOU CLICK SAVE:

- ⇒ The student(s) will be notified according to the type of feedback you issued
- ⇒ See [Starfish website](#) for description of what happens after issuing each type of flag, *kudos*, and referral

