How to Raise a Flag or Kudos in Starfish

Instructors have the ability to raise flags and kudos on students at any point in the semester. This is beneficial when there is concern for a student before an Academic Status Report is available or after the report has already been submitted. This quick guide provides step-by-step instructions for raising these tracking items manually.

1. Open Starfish.

2. Select the Students tab. This will pull up a list of all students to whom you are currently connected in Starfish. You can filter this list to narrow your results to specific groups of students as needed.

3. To raise a flag/kudos, select the checkbox next to a student’s name and click Flag or Kudos. You can also click on a student’s name, which will bring you to the Student Folder. Again, select the flag or kudos option.
4a. If you are raising a flag, you will need to:

A. Select a flag type

B. Choose a course context

C. Enter comments (comments are only required for Personal Concern, Disruptive Behavior, and Academic Integrity Concern flags)
4b. If you are raising *kudos*, you will need to:

A. Select the type of *kudos* you want to raise

![Image of Create Kudos for Starfish Student interface]

B. Select a Course Context

![Image of Course Context selection interface]

C. Enter comments if you want the student to have more information

![Image of Comment entry interface]

5. Click **Save** so that your selections process.