

Clear Multiple Tracking Items at One Time

Step	Directions
1	Click the  in the top left-hand corner of your Starfish homepage and click Students
2	Click the Tracking tab at the top
3	Select the appropriate Connection from the drop-down menu, of the students you would like to review
4	Click Edit Filters and select the appropriate filters to populate a list of the students you wish to clear flags for, click Submit
5	Select the box beside “ Student ” to select all the students who have not reached out in reference to your last round of outreach
6	Select the Resolve button at the top of the page
7	Select a reason for clearing the flags
8	Add a comment detailing why you are clearing the flag
9	If you are clearing a flag you did not raise, check the box to Send a message to (instructor name)
10	Click Submit to clear the flags and send your comment
<i>Pro Tip: When clearing flags through this process, the reason, the comment, and the message to the original flag raiser will be the same for each student you have selected to resolve a flag for.</i>	