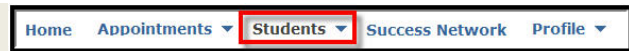


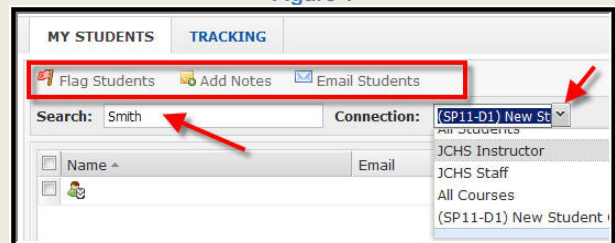
Flag Students

Flags should be raised whenever a student, another staff member, or both should be alerted about some aspect of the student's experience at JCHS. If you would like to document an observation about the student but do not feel that an alert is required, you might instead use a "note". See section on Enter Notes.

1. Click the **Students** tab. (Shown in Figure 1)



2. The My Students window will open. (Shown in Figure 2) Here you can Flag Students, Add Notes, Email Students, and access students' information based on your role in Starfish.



3. Search for a student by Name, Connection, and Term. The Connections available to you are **based on your role** in Starfish set by the System Administrator.

4. Click **Go**. (Shown in Figure 3)

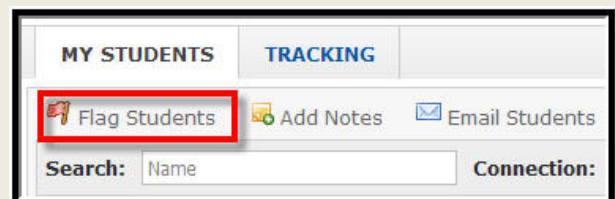


5. To flag a student, you may click in the box to the left of the student's name. (Shown in Figure 4) You may also flag a student from the Student Folder option.

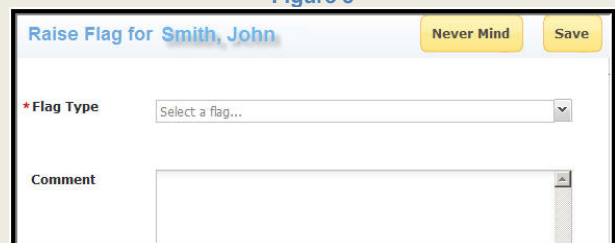


NOTE: You may choose multiple students by clicking in the box to the left of each student's name. You may also select all students by clicking in the box directly to the left of name.

6. Click **Flag Students**. (Shown in Figure 5)



7. The Raise Flag for that particular student screen appears. (Shown in Figure 6)



- Select the appropriate flag type by clicking on the drop down arrow and highlighting the flag type. (Shown in Figure 7)

NOTE: You will need to scroll to see all of the available flag types. Available flag types are based on your role in Starfish.

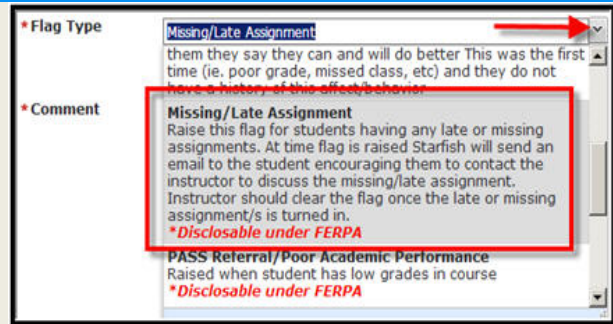



Figure 7

- Type in any comments indicating why the flag is being raised in the Comment text box.
- Choose the Course Context if the flag applies to a specific course in which the student is enrolled.
- Click  .

NOTE: Students view designated flags from their Starfish home page **under My Success Path**. **Only flags where the student has the "View" permission will be displayed.** If you raise an item that can be viewed by a student, you will see a message indicating that the student will be able to see the item.