
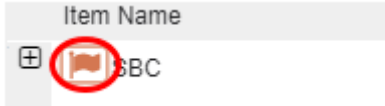


Clear a Tracking Item

1	Click  Starfish in the upper-left hand corner.
2	Select STUDENTS and then MY STUDENTS .
3	Type the name of the student in the SEARCH box & select the CONNECTION and TERM .
4	Click on the student's name to bring up the student's folders.
5	Click on the TRACKING tab.
6	Click on the icon in front of the tracking item. 
7	Select CLEAR .
8	Select a reason for clearing the tracking item.
8	Select other items as appropriate.
9	Click SUBMIT .