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**.