


Raise 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.
5	Select the add FLAG , KUDOS , TODO , or REFERRAL icon.
6	Select the desired item from the list.
7	If you are the instructor, select a course from the COURSE CONTEXT drop-down menu.
8	Add comments in the COMMENT box (optional). These comments will show up in the email to the student.
9	Click SAVE .