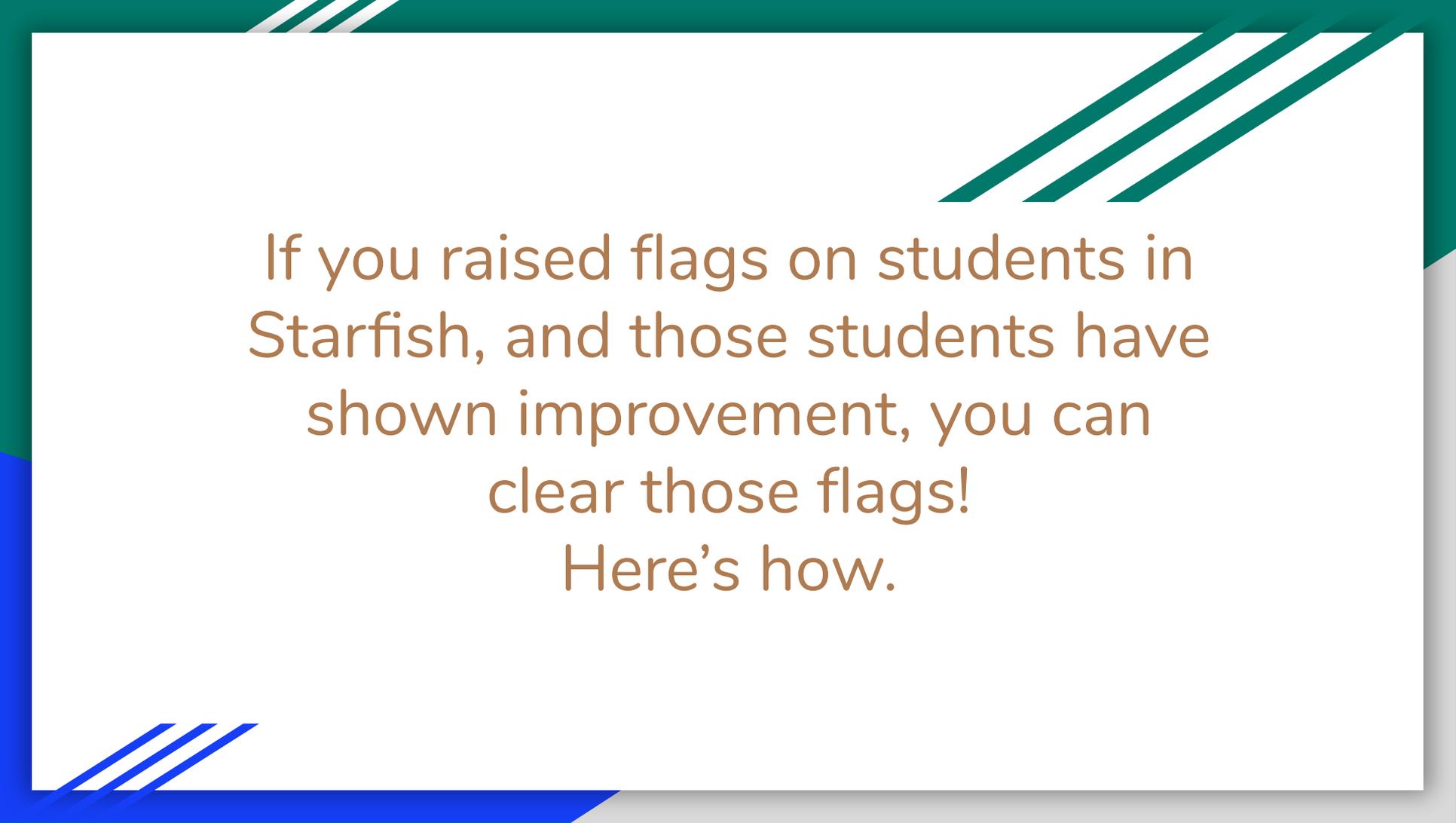


# Starfish

Clearing a Flag



If you raised flags on students in Starfish, and those students have shown improvement, you can clear those flags!  
Here's how.





Starfish > Starfish

Home

Starfish

People

Announcements

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Outcomes

Quizzes

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Conferences

Collaborations

LockDown

Browser

Brainfuse

Library

Resources

Arc Media

Library

Settings

You are currently logged in as Michelle Steiner (msteiner).

Home Appointments Students Services Admin

Search for Students

My Students Tracking Attendance

Success Plan Send Message Download

Connection Cohort Additional Filters

A-SEM-102-A

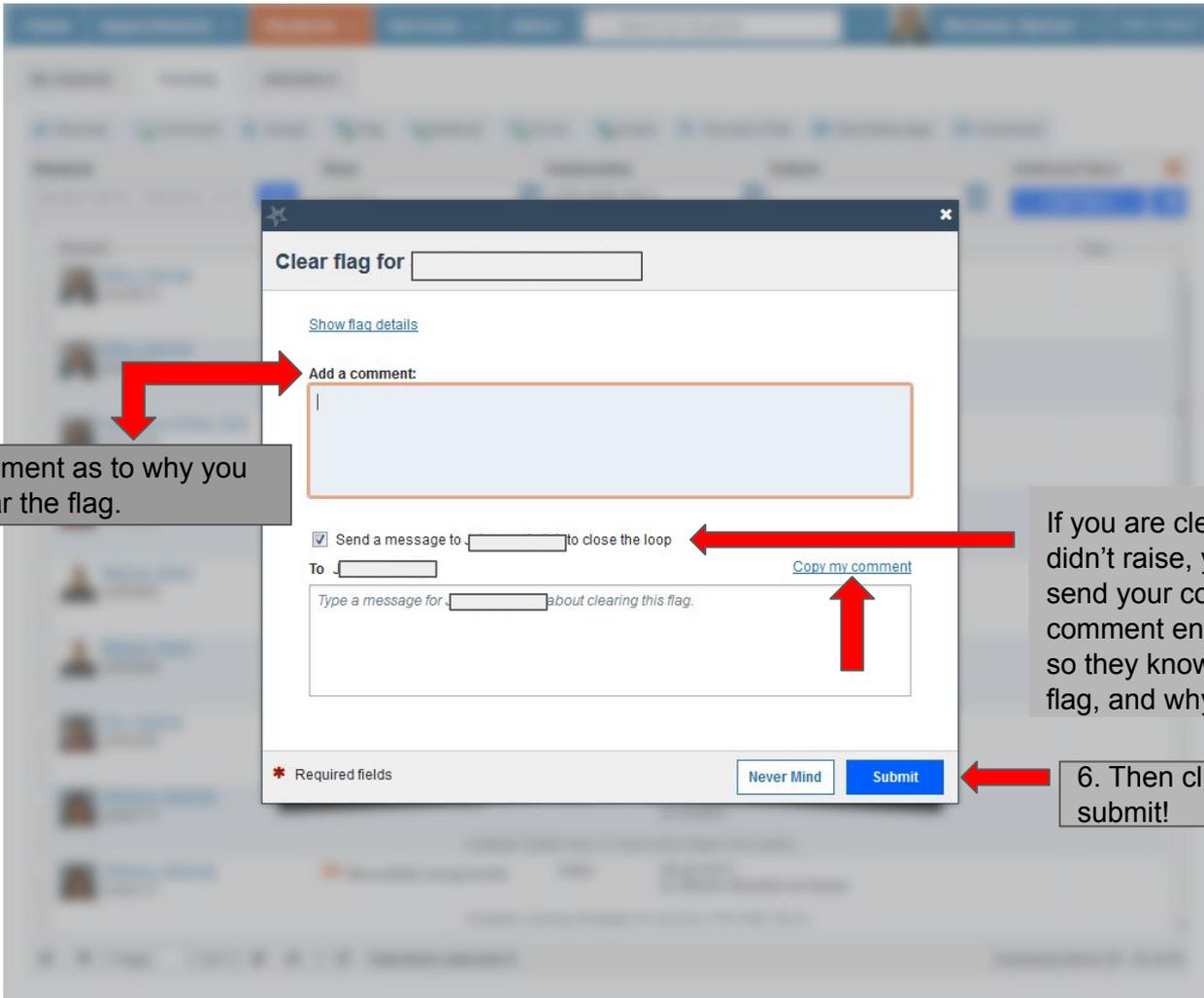
Edit Filters

Student	Item Name	Status	Created	Assigned	Due
	Poor attendance	Active	09-29-2017	by Johnson, Leigh via Survey	
	3 or more active flags	Active	09-29-2017	by System	
	Missed/late assignments	Active			
	Unexcused Absence	Active			
	Missed/late assignments	Active			

3. Hover over the flag you want to clear, and the following box pops up.

This tracking screen shows you all of your students for the course you chose, and all of the flags raised on each student.

4. Click clear (if you don't get this option, you likely don't have permission to clear this flag.)



5. Add a comment as to why you chose to clear the flag.

If you are clearing a flag that you didn't raise, you have the option to send your comment (or another comment entirely) to the flag raiser so they know you've cleared their flag, and why.

6. Then click submit!



You can also clear a flag directly  
from a particular student's  
profile, if you prefer.  
Here's how.





Flag Referral To-Do Kudos Success Plan Message Note Appointment File

Overview

- Info
- Success Plans
- Academic Plans
- Courses
- Tracking
- Meetings
- Notes
- Network

### Student Information

- Start Term 16/FA
- Admit Status: TR - Transfer
- Academic Level: UG - Undergraduate
- School: Ed. & Human Services
- Student Program: Psychology (BA) (PSYBA UG)
- Major: Psychology
- Overall GPA: 1.445
- Attempted Credits: 25.00
- Completed Credits: 85.00
- Academic Standing: 17/SP-PROB(Academic Probation); 16/FA-WARN(Academic Warning)
- Restrictions: Insurance Waiver Accepted
- Residency Status: Commuter

4. You are now on the student's overview page. Click "Tracking".

It is the policy of Marymount University to comply fully with the Family Educational Right to Privacy Act (FERPA), which covers the release of information from students' records. All information contained in your record is protected and released only to those school officials with a legitimate educational interest in your success.

5. Hover over the flag you wish to clear.

The screenshot shows a software interface with a top navigation bar containing 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', 'Appointment', and 'File'. Below this is a 'View:' dropdown set to 'Flag Inbox' and a 'Status:' filter set to 'Active'. A table lists various flags with columns for Name, Status, Created, Dvs, Assignee, and Content. A 'SUMMARY' panel is open, showing 'STUDENT INFO' and a list of flags including 'Poor grades', 'Raised by Celia Reilly, Linda (10-17-2017)', and 'Statistics for the Social Soc (17FA-PSY-201-A)'. At the bottom of this panel are buttons for 'Edit', 'Comment', 'Assign', and 'Clear'. A red arrow points to the 'Clear' button. A grey box with the text '6. Click "clear".' is positioned over the 'Clear' button.

Name	Status	Created	Dvs	Assignee	Content
Poor grades	Active	10-17-2017			Statistics for the Social Soc (17FA-PSY-201-A) Student has 3 or more active flags in the system.
Unexcused Absence	Resolved	03-19-2017	by System		Human Growth & Development (17FA-PSY-110-OL) Statistics for the Social Soc (17FA-PSY-201-A) Student has three or more unexcused absences in the course Learning and Cognition.
3 or more active flags	Resolved	03-19-2017	by System		Student has three or more unexcused absences in the course Abnormal Psychology
Unexcused Absence	Resolved	03-18-2017	by System		Student has 3 or more active flags in the system.
Below average midterm grade	Resolved	03-15-2017	by System		Inf has three or unexcused absences in the Theological
Missed/late assignments	Resolved	02-14-2017	by Sanchez, Ra...		Inf has failed m grade: ...mal Psychology
6 or more flags	Resolved	10-24-2016	by System		Creating Success in Coll/Beyron (17SP-SCN-101-6) Student has 6 or more active flags in the system.
Missed/late	Resolved	10-03-2016	by System		Learning and ...

6. Click "clear".

Flag Referral To-Do Kudos Success Plan Message Note Appointment File

Overview  
Info  
Success Plans  
Academic Plans  
Courses  
Tracking  
Meetings

View: Flag Inbox Status: Active Resolved Both Created By: Anyone Me

Item  
flags  
assign  
A  
oba

### Clear flag for [redacted]

[Show flag details](#)

**Add a comment:**  
Provide some more details about why you're clearing this flag.

Send a message to [redacted] to close the loop

To: [redacted] [Copy my comment](#)

Type a message for [redacted] about clearing this flag.

\* Required fields

Never Mind Submit

7. Add a comment as to why you chose to clear the flag.

If you are clearing a flag that you didn't raise, you have the option to send your comment (or another comment entirely) to the flag raiser so they know you've cleared their flag, and why.

8. Then click submit!



# Questions?

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