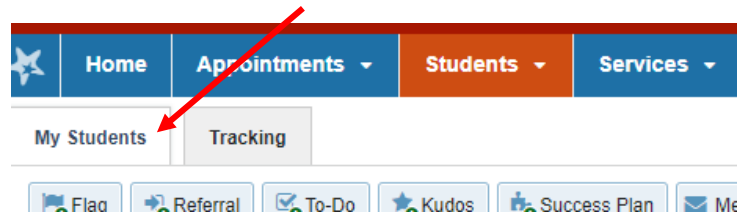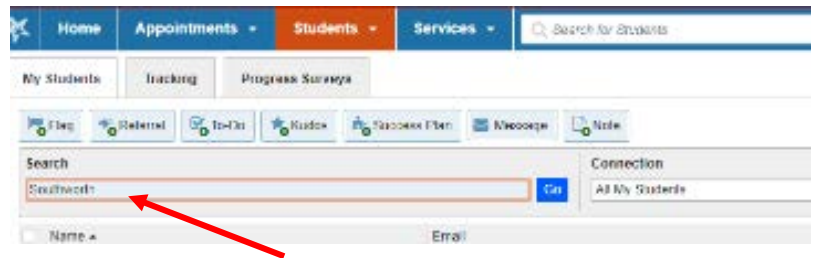# Flexible Learning - Starfish

Raise a Flag

When you have a concern with a particular student, raise a flag to communicate your observations. The appropriate individuals will be automatically notified when you save the flag item.

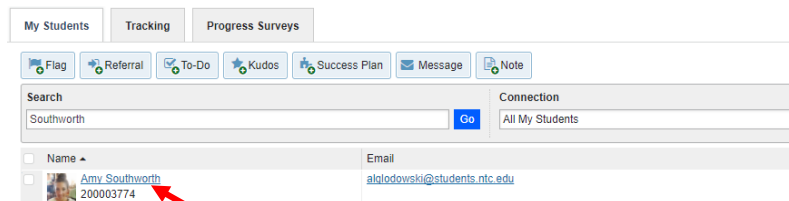After logging into your account, follow the steps below:

1. If you are not in your student list, click on the **My Students** navigation.
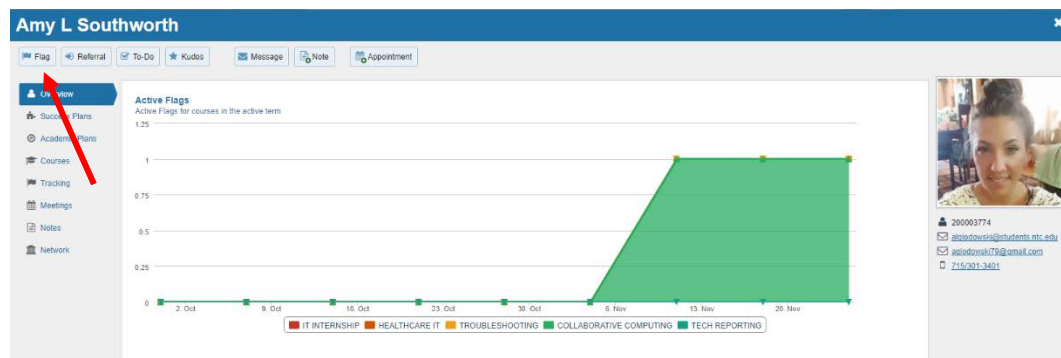

2. Find the desired student by scrolling through the student list or by typing the name into the **Search** box.

3. Click on the student's name to bring up the **Student Folder**.

4. Once in the student folder, click the **Flag** button.

5. Click the drop-down arrow and a list of flags that you have permission to raise on this student is displayed.

6. Select the desired **Flag** from the list.

7. If relevant, select a course from the **Course Context**, drop-down list, and enter notes in the **Comment** box.

8. After completed, click the **Save** button.

9. Once the flag is saved, an email notification is sent to the student and the student can reply directly from their email account. An example of the email notification is provided.

gruetzmacherr@ntc.edu
Thu 11/9, 11:05 AM
Southworth, Amy L

Reply

You forwarded this message on 11/15/2017 1:18 PM

Action Items

Dear Amy Southworth,

You have been assigned a Participation Concern notice in COLLABORATIVE COMPUTING.

I believe that you can be successful in your academic studies and know that consistently participating in class is the first step to accomplishing your goals. Not participating regularly in courses can affect your grades and academic performance. It is not too late to change your participation habits.

Here are my additional comments:
Test flag #2.

NTC has many resources that can aid your effort to improve academic performance and assist with personal concerns. Please reply to this email to contact me, or consider contacting your advisor for resources and suggestions for improvement.

We care about your success!

Sincerely,

Raymond Gruetzmacher

IMPORTANT

The **Student View:** indicates whether the student can view the flag and the notes you include in the **Comment** box.

The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.