1. Log into Starfish using the "Starfish" link in your Instructor tab in CampusNet.

Personal Data Account Student Instructor Advisor FA Office	😸 Contact Us 🛛 🗶 Logout				
Grading Schedule Class Roster					
	Starfish ? Help				
Select a term and whether you wish to retrieve the list of your mid-term or final grade roste					
Term: Spring 22 V					

2. Click on the menu options button in the top-left corner of the screen. Select 'Students'. Click on the "Tracking" tab. You will see all of your students with unresolved tracking items.

≡ Starfish				[A Search for Students
MY STUDENTS	TRACKING		ATTENDANCE	PROGR	ESS SURVEYS
🔹 Resolve 🛛 🖓 Comment 🛔 Assign 🎽 Flag 🕺 Kudos 🔹 Success Pla	n Send Message				
Student	View		Connection		Additional Filters
Student Name, Username, or ID	Go		All My Students	5	Add Filters
Student Item Name		Status C	reated Date +	Resolved Date	Assigned To Due
Low quiz/test scores Context: College Writing I-4 (ENG.101.4.	1020)	Active To	oday by Sharpe Grundman, Shayna		
Low quiz/test scores Context: College Writing I-4 (ENG.101.4.)	1020)	Active To	oday by Sharpe Grundman, Shayna		
Low quiz/test scores Context: College Writing I-4 (ENG.101.4.)	1020)	Active Te	oday by Sharpe Grundman, Shayna		
Context: College Writing 1-4 (ENG.101.4.	1020)	Active Te	oday by Sharpe Grundman, Shayna		
First Previous 1 Next Last					

3. Select the tracking item icon for the student you want to resolve the item for. Select "Clear".

≡ Starfish					
MY STUDENTS	TRAC	KING	ATTENDAN		
🔹 Resolve 🕞 Comment 💄 Assign 🎘 Flag 🏷 Kudos 🏟 Success Pla	an Send Message				
Student Student Name, Username, or ID	Go View				
Student Item Name		Status	Created Date 🔻		
Low quiz/test scores		Active	Today by Sharpe Grundman, Shayna		
SUMMARY STUDENT INFO		ctive	Today by Sharpe Grundman, Shayna		
A Raised by Sharpe Grundman, Sh College Writing I-4 (ENG.101.4.1	nayna (Today) 020)	ctive	Today by Sharpe Grundman, Shayna		
		ctive	Today by Sharpe Grundman, Shayna		
First Previous 1 Next L Details Fitz Grow	ment dear				

4. You can provide a comment when you clear a tracking item. You may want to indicate whether an item is being cleared after successful intervention with a student or because it is no longer relevant. Then, select "Submit".

lear flag for		
Show flag details		
Add a comment:		

5. You can also clear multiple tracking items at once. Check the box next to the students that you want to resolve items for. Then select "Resolve". Leave a comment, and then click "Submit".

MY STUDENTS		TRACKING		ATTENDANC
🔹 Resolve 🕞 Comment 🚢 Assign 💏 Flag	Success Plan 🔽 Send Mess	age		
Student		View		C
Student New York, or ID	Go	Inbox		A
Student Item Name	tem Name		Status	reated Date 🔻
Context: College Writing I-4 (ENG.101.4.1020)			Active T	oday by Sharpe Grundman, Shayna
Academic Concern	4 (ENG.101.4.1020)		Active T	oday by Sharpe Grundman, Shayna
First Previous 1 Next Last				

NOTE: If you are clearing an item you did not raise, a "close loop" message will be sent by default to ensure that the flag raiser is aware that the item has been attended to. If a message should not be sent to the flag raiser at all, you can uncheck the "send message" box to prevent a message from being sent.