



Starfish - Faculty Instructions

Clearing a “Raised Hand” Flag



Faculty participation in the Starfish Assignment will assist in communication between faculty and students. Starfish increases engagement between students, faculty, and support services. It also provides interventions and raises awareness of available tools and resources to help students succeed.

During the Starfish Assignment, faculty are asked to distribute instructions to the students, which guides the students to create a Starfish profile and raise their hand, within the Starfish portal.

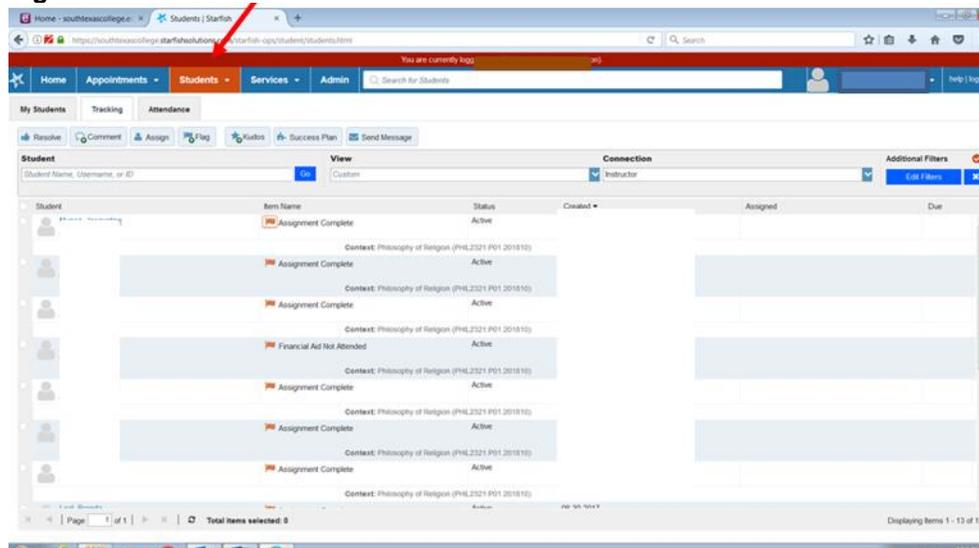
The following instructions were developed to help faculty “Clear a Raised Hand” Flag once students have completed the assignment and/or if you need to clear flags from a previous semester.

Clearing A “Raised Hand” Flag

Step 1: Log on to your Starfish Portal and click on the “Students” button on the top-left hand side to display raised flags.

When a student raises their hand, it does not appear as an actual raised hand but rather as a “Raised Flag”; however, it will have an “Assignment Complete” or “I Need Help with My Course” message next to it. Refer to Figure 1 below.

Figure 1.



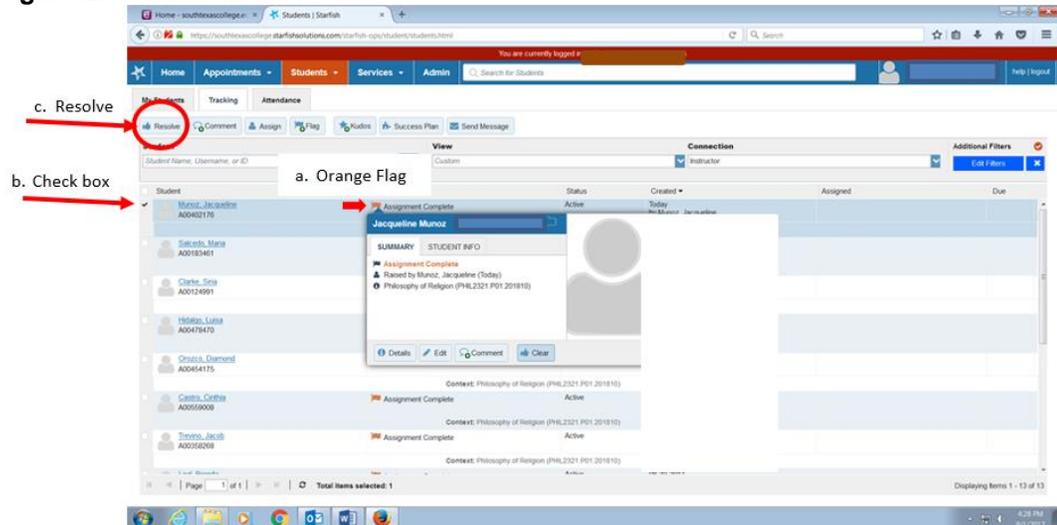
NOTE: If you do not know how to get to this page or have not set up your Starfish profile, please read the “Setting Up Your Profile for Faculty” instructions available through the Academic Affairs webpage.

Step 2: a. On the left hand side, under the Student column, check the box next to the student's name (a check mark should appear).

b. Once the check mark is visible, click on the orange flag "Assignment Complete" and a new window will appear.

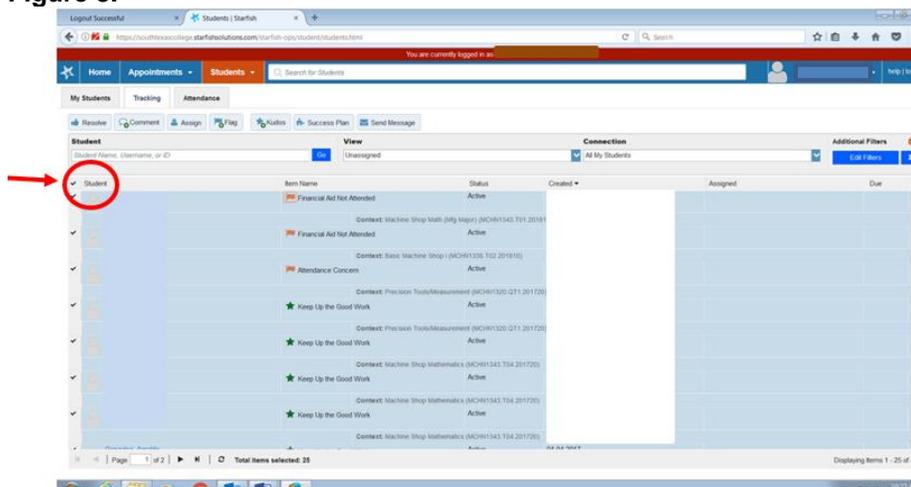
c. At this point, you can either add details, edit, add comments, or clear the flag (light blue boxes at the bottom of the window). You can clear the flag by clicking the tab labeled "Resolve" located towards the top-left hand side. Refer to Figure 2 below.

Figure 2.



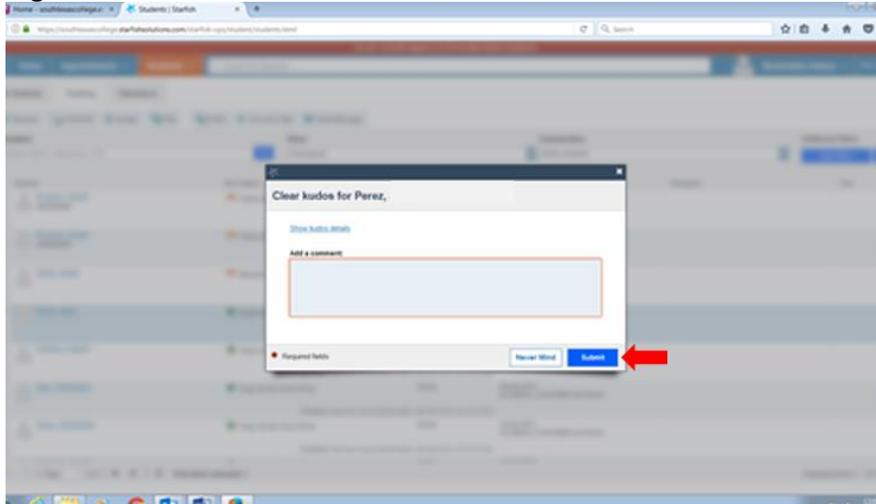
Note: To clear all flags simultaneously, click on the box next to "Student" in the Student column, refer to Figure 3 below.. This will place a check mark next to all of the students' names.

Figure 3.



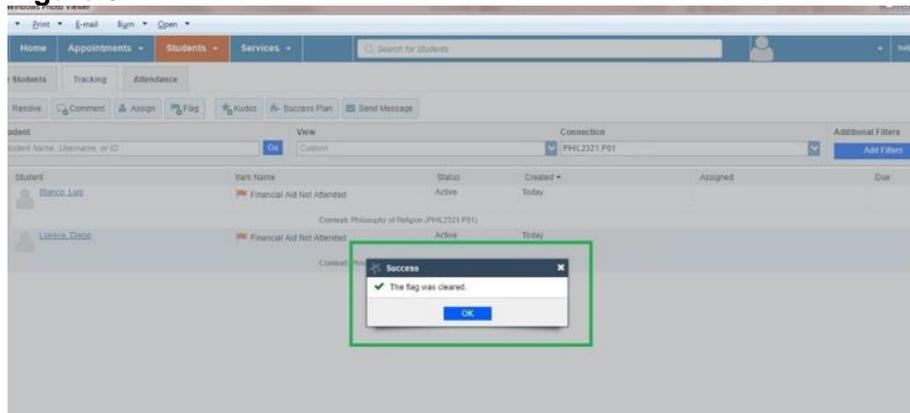
Step 3: By clicking on the “Resolve” tab, a new window will appear prompting for a comment. Simply provide a short explanation for clearing the item (i.e. carried over from last semester, met with student, etc.), and click “Submit” at the bottom right hand corner. This should clear the flag from your tracking items. Refer to Figure 4 below.

Figure 4.



Step 4: A confirmation box will appear to indicate that the flag was cleared. Refer to Figure 5 below.

Figure 5.



Note: If faculty choose to clear individual student flags, faculty will have to repeat Steps 2 A to C, for each student.

For additional questions, please contact:
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