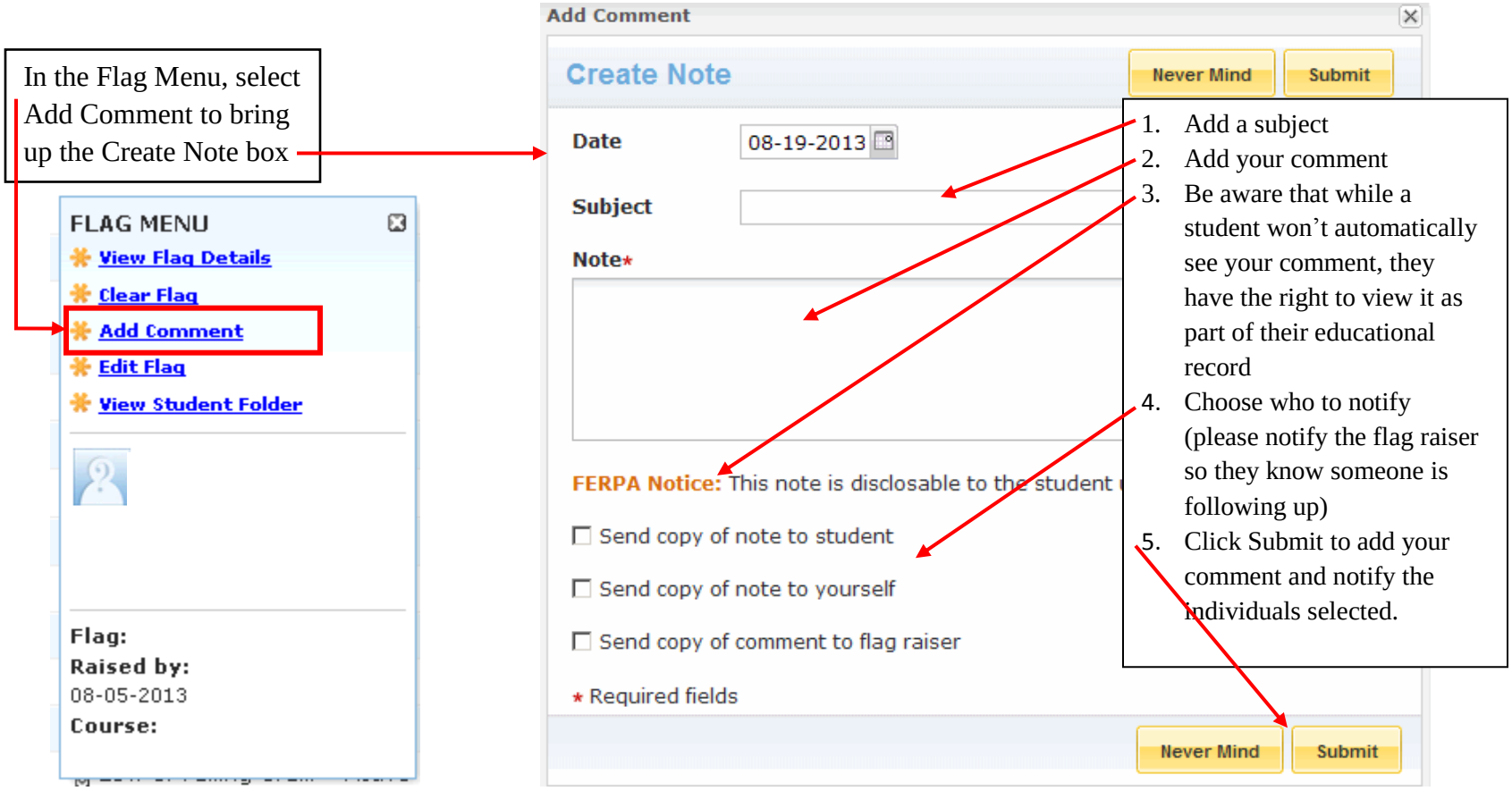
Adding and viewing comments in Starfish

Adding and viewing comments on flags is an important part of leveraging Starfish as a centralized communication tool to support student success. Whenever an advisor or support provider works with a student to address flags that have been raised, s/he is encouraged to post a comment to indicate the outreach that has taken place so the initial flag raiser knows action has been taken and so other support providers are not duplicating efforts. Instructors can also post comments to provide updates on flags or respond to comments from others.
Instructors, advisors and support providers are also encouraged to review comments in Starfish prior to meeting with students so they can use those details to have an informed discussion with the student.

Adding a comment

Whenever you see the **Flag Menu** icon in Starfish you can click the icon to open the **Flag Menu** and manage the flag.



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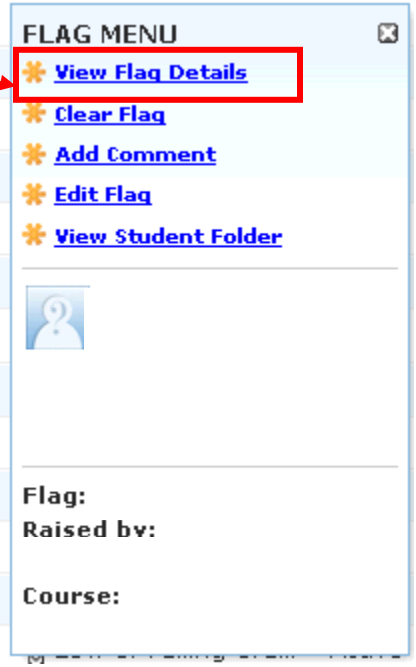
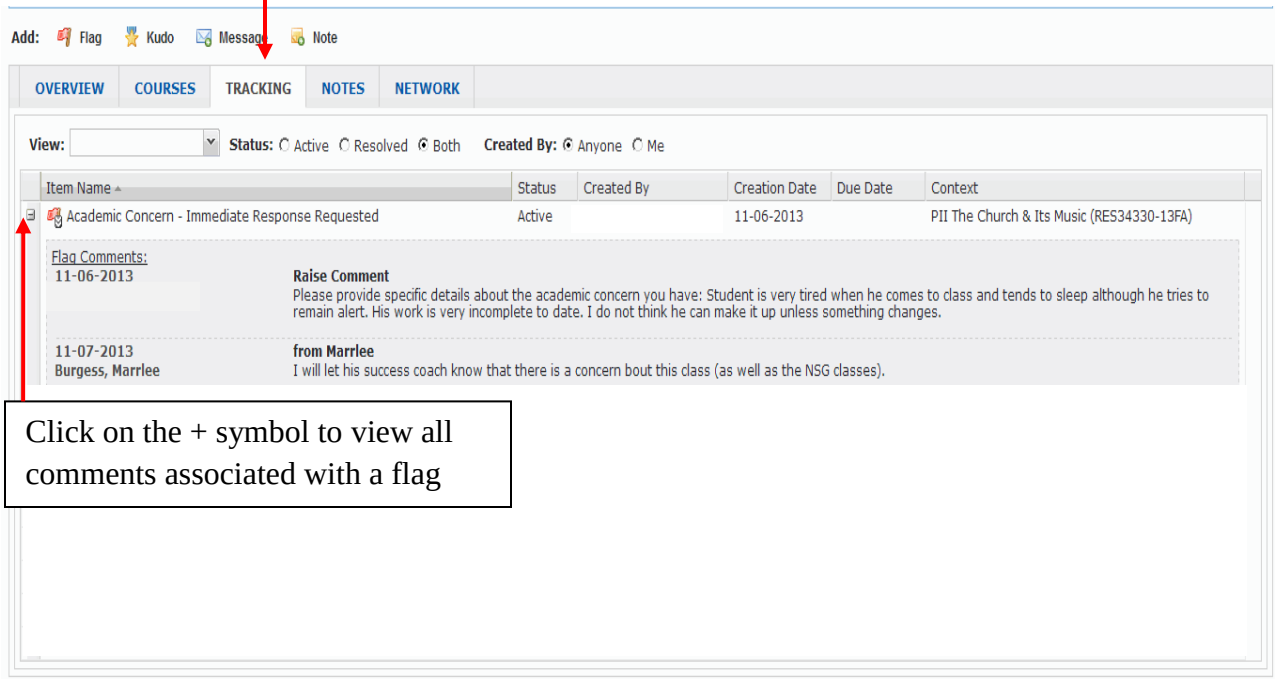
Viewing a comment

Just like when you want to add a comment, you can view comments in the Flag Menu whenever you see the **Flag Menu** icon in Starfish.

In the Flag Menu, select View Flag Details to bring up the Tracking Tab in the student's profile





Click on the + symbol to view all comments associated with a flag