

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.

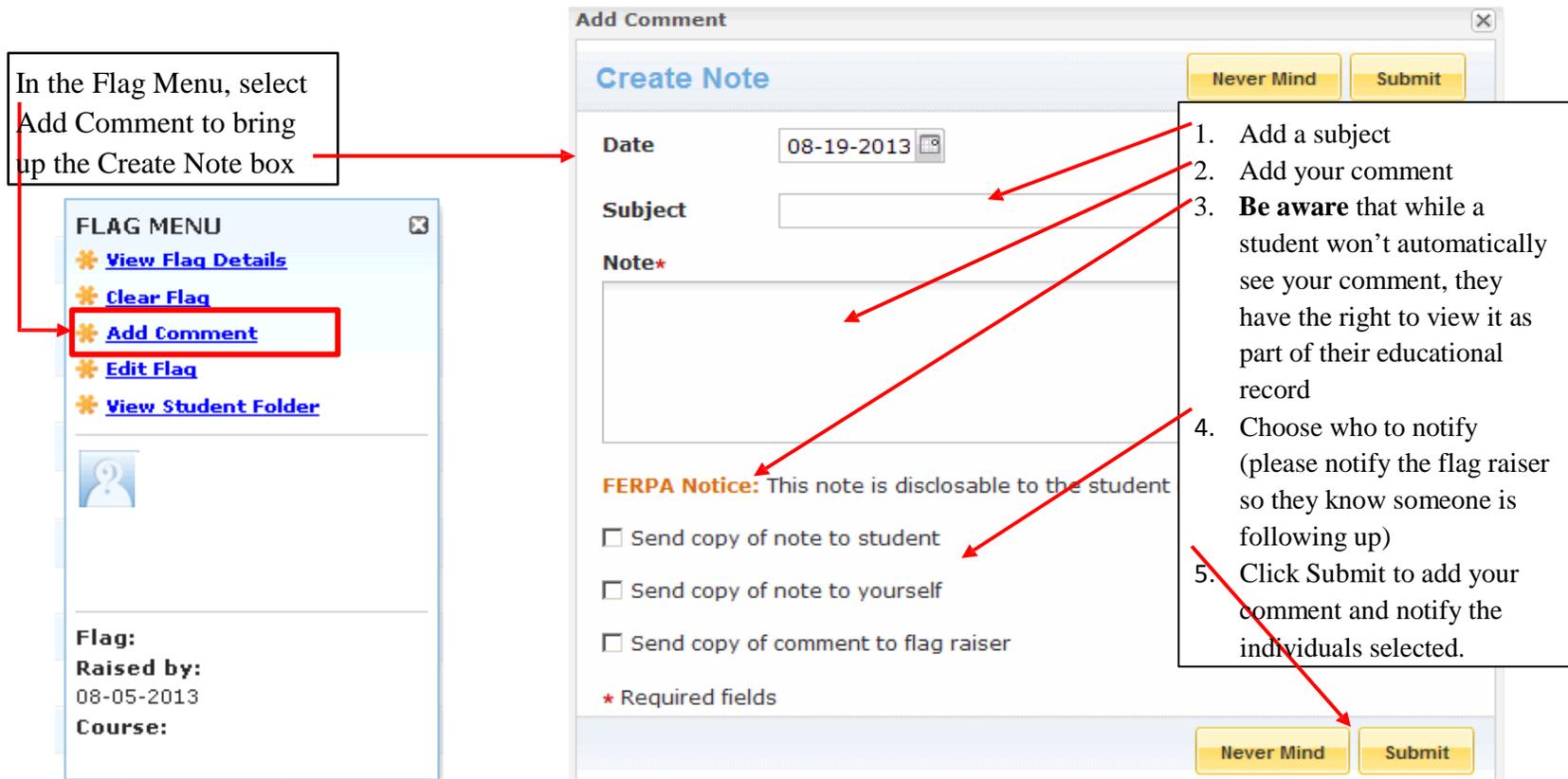
Whenever an advisor or support provider works with a student to address flags that have been raised, s/he is encouraged to post a comment to indicate the outreach that has taken place so the initial flag raiser knows action has been taken and so other support providers are not duplicating efforts. Instructors 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.

In the Flag Menu, select Add Comment to bring up the Create Note box



1. Add a subject
2. Add your comment
3. **Be aware** that while a student won't automatically see your comment, they have the right to view it as part of their educational record
4. Choose who to notify (please notify the flag raiser so they know someone is following up)
5. Click Submit to add your comment and notify the individuals selected.

FLAG MENU

- [View Flag Details](#)
- [Clear Flag](#)
- [Add Comment](#)
- [Edit Flag](#)
- [View Student Folder](#)

Flag:
Raised by:
08-05-2013
Course:

Add Comment

Create Note Never Mind Submit

Date 08-19-2013

Subject

Note*

FERPA Notice: This note is disclosable to the student

Send copy of note to student

Send copy of note to yourself

Send copy of comment to flag raiser

* Required fields

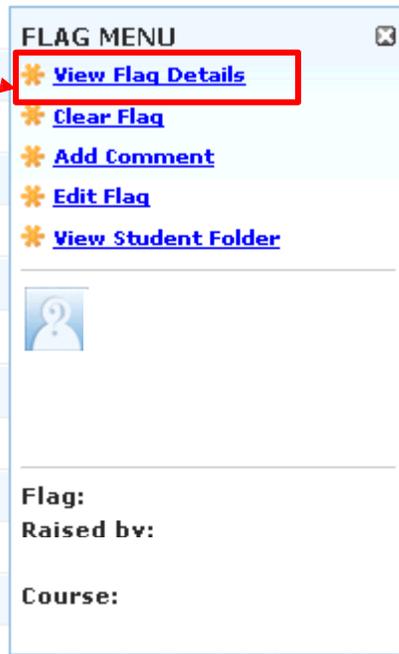
Never Mind Submit

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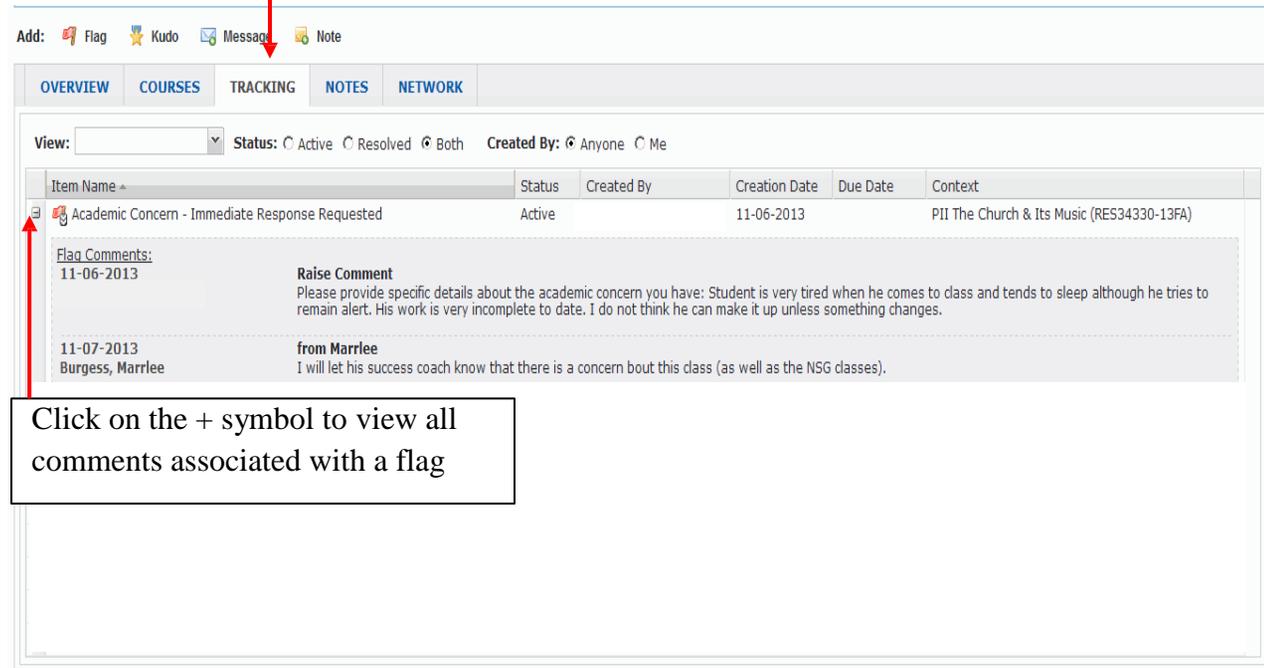
Viewing a comment

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



The screenshot shows a 'FLAG MENU' sidebar with several options: 'View Flag Details' (highlighted with a red box), 'Clear Flag', 'Add Comment', 'Edit Flag', and 'View Student Folder'. Below the menu is a student profile icon and fields for 'Flag:', 'Raised by:', and 'Course:'.



The screenshot shows the 'TRACKING' tab in a student profile. It features a table with columns for 'Item Name', 'Status', 'Created By', 'Creation Date', 'Due Date', and 'Context'. A red arrow points to a '+' icon in the first row of the table. Below the table, there are 'Flag Comments' for the selected item, including a 'Raise Comment' section with a text area and a 'from Marilee' section with a text area.

Item Name	Status	Created By	Creation Date	Due Date	Context
Academic Concern - Immediate Response Requested	Active		11-06-2013		PII The Church & Its Music (RES34330-13FA)

Flag Comments:

11-06-2013 **Raise Comment**
Please provide specific details about the academic concern you have: Student is very tired when he comes to class and tends to sleep although he tries to remain alert. His work is very incomplete to date. I do not think he can make it up unless something changes.

11-07-2013 **from Marilee**
Burgess, Marilee I will let his success coach know that there is a concern bout this class (as well as the NSG classes).

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