



RAISE A TRACKING ITEM

1	Click the three horizontal lines beside Starfish in the upper-left hand corner and select STUDENTS .
2	Click the MY STUDENTS tab across the top of the page.
3	Type the name of the student in the SEARCH box and select the correct CONNECTION and TERM .
4	Click on the student's name.
5	Select the add FLAG, KUDOS or TO-DO icon and select the desired item from the list.
6	Select a course from the COURSE CONTEXT drop-down menu and add comments in the COMMENT box. These comments will show up in the email to the student.
7	Click SAVE .