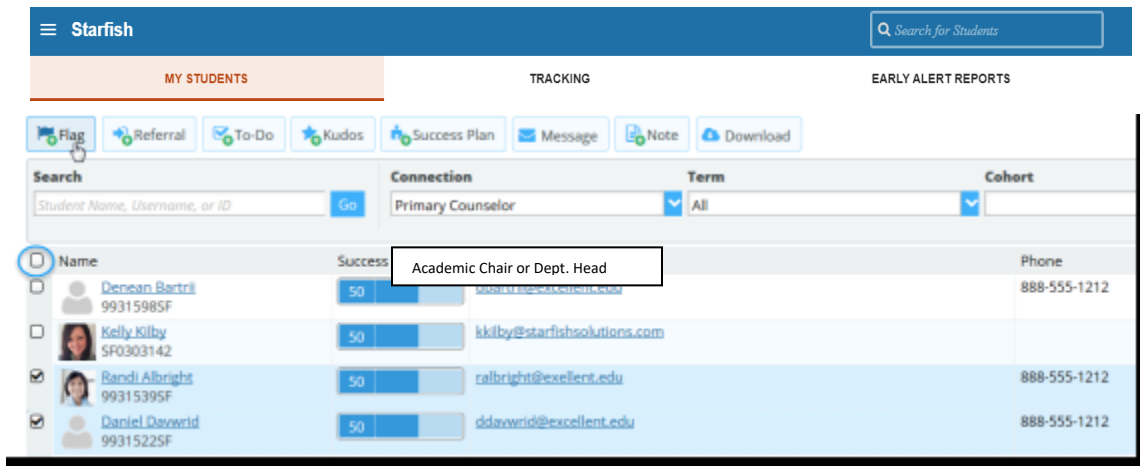# Raise Academic Honesty Flag

On the Starfish home page, click the three bars next to Starfish, then select Students and click on the My Students tab.

- Select the appropriate connection from the pull-down menu to view students in a specific course or all students.
- Click on the student's name to navigate to the student's folder or click the checkbox to the left of the student's name.

- Select the Flag button at the top of the My Students list in the student's folder.

- On the raise flag form, select the Academic Honesty tracking item from the drop down list presented. Then under Course Context select the course in which the incident occurred. Enter your comments in the Comment box including the nature of the incident, date and academic sanction.

- The notes you enter in the comment box will also be visible to those with a role/relationship to the student listed under the Permissions in the light blue box under the comment box. The comment will be available within the student folder, both associated with the item on the Tracking and Notes tabs.

- Click the Save button to create the item. An email will be sent to the student, the academic chair or department head and the Vice President for Student Affairs. This email serves as notification that the flag has been raised and comments are viewable by logging into Starfish.

View Academic Honesty Flag Comments

On the Starfish home page, click the three bars next to Starfish, then select Students and click on the My Students tab.

- You must make sure to select the appropriate connection from the pull-down menu (i.e. Academic Chair, Department Head, or Advisor) to view students in that role. You may type the student's name in the Search box and hit Go.

- Click on the student's name to view their student folder.

- Click the Tracking tab on the left side to view flags, then click the plus icon to view flag comments.