Managing Your Advisees,
Closing To Do Items for Faculty
Find Students with To Do Item

- Search Students with To Do Item
- OR
- View your course roster in the “Students” menu
- Select the “Tracking” tab
Clear To Do Item for 1 Student

✔ Hover your mouse over the checkbox icon next to the item
✔ Select the “Clear” Button
Clear To Do Item for 1 Student

- Add comment in the pop-up box for date cleared
- Click “Submit”

Student handed in all missing assignments on Friday, November 23, 2016.
If you leave the box checked and do not type in any comments, then the professor will receive a generic “a flag has been closed” email that is a template that Starfish created with no details.

An example of this email reads:

Dear ________,
The “Missing Assignments” item which you created for _____ on ____ was closed on _____ by __________.
Clear To Do Item for 1 Student

- If you leave the box checked and add notes OR select “copy my comment”, then the professor will receive the generic email with your comments included.

Clear flag for [Student Name] (Today)

- Show flag details

Add a comment:

Student handed in all missing assignments on Friday, November 23, 2016.

Send a message to [Student Name] to close the loop

To [Student Name]

Student handed in all missing assignments on Friday, November 23, 2016.

Required fields

Never Mind  Submit
Clear To Do Item for 1 Student

- If you uncheck the “send a message to X professor to close the loop” box, then the faculty member will not be notified that their flag is closed.

Add a comment:

Student handed in all missing assignments on Friday, November 23, 2016.

Send a message to [X] to close the loop.
Clear To Do Item for Multiple Students at once

✓ Check off all the Students that you wish to clear the item for
Clear To Do Item for Multiple Students at once

✓ Click on the “Resolve” Button
Clear To Do Item for Multiple Students at once

✓ The following options to clear multiple flags are the same when clearing only one flag:
  ✓ If you leave the box checked and do not type in any comments, then the professor will receive a generic “a flag has been closed” email that is a template that Starfish created with no details
  ✓ If you leave the box checked and add notes OR select “copy my notes”, then the professor will receive the generic email with your comments included
  ✓ If you uncheck the “send a message to X professor to close the loop” box, then the faculty member will not be notified that their flag is closed
If you have any further questions, please don’t hesitate to connect Tracey Bender at tpastori@gmail.com