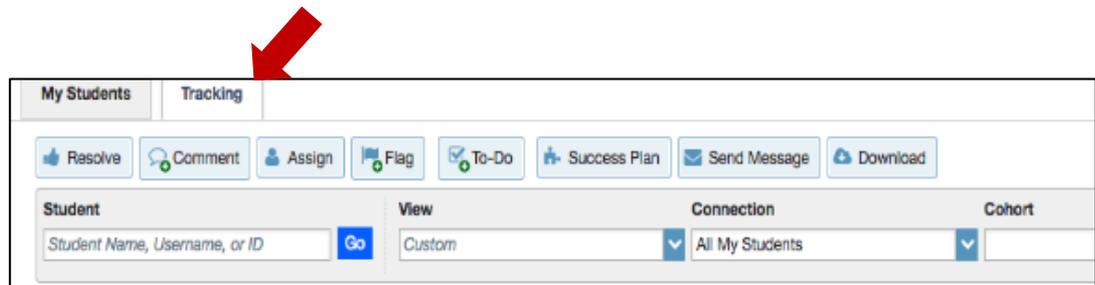
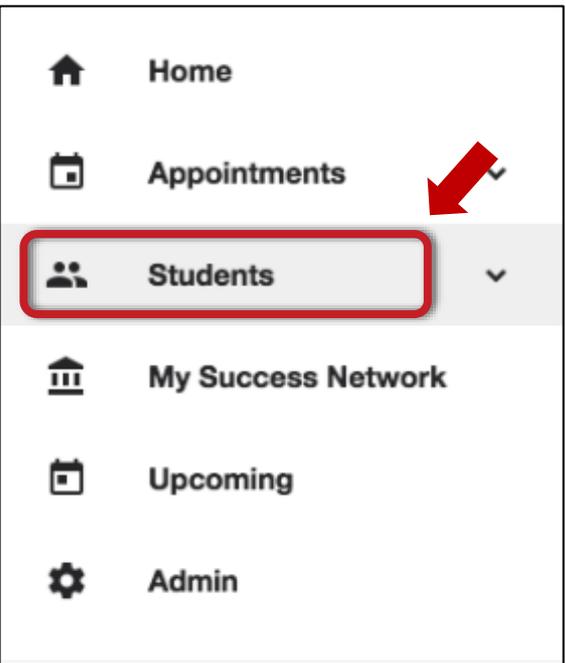




Managing Your Advisees, Closing To Do Items for Faculty

Find Students with Flags

- Search Students with Flags or To Do Items
- OR
- View your course roster in the “**Students**” menu
 - Select the “**Tracking**” tab



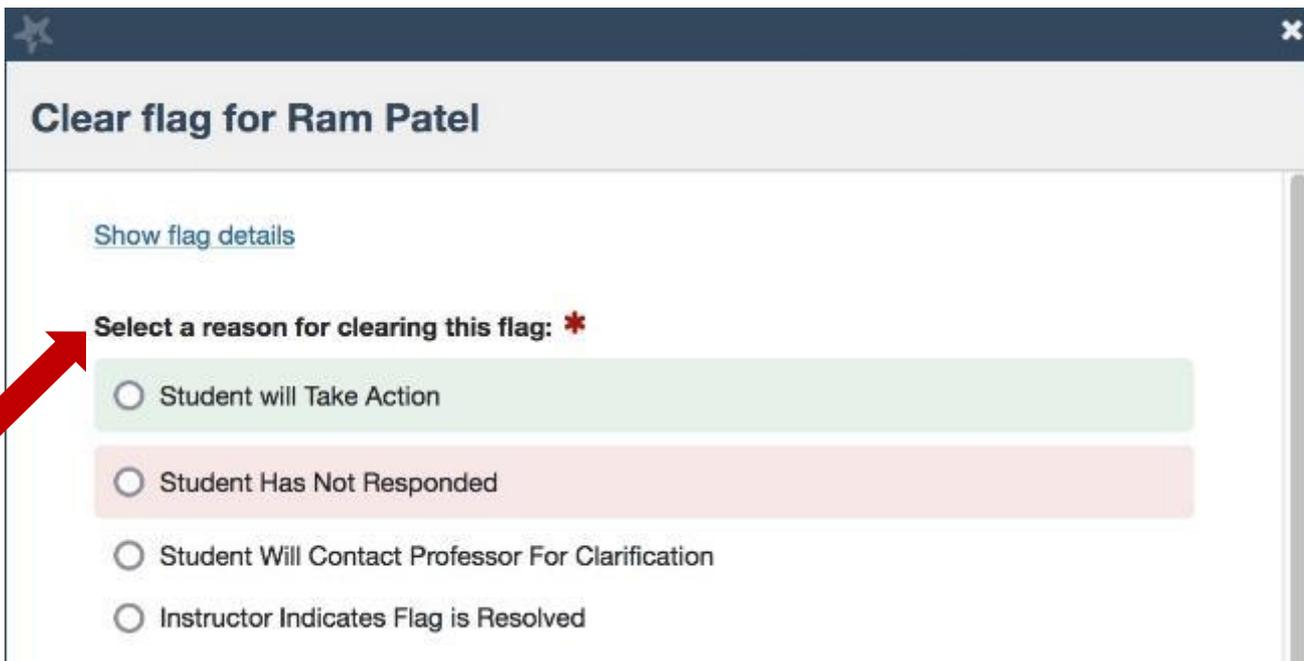
Clear Flag for 1 Student

- Hover your mouse over the checkbox icon next to the flag
- Select the “**Clear**” Button

The screenshot displays a web interface for student tracking. At the top, there are tabs for 'My Students' and 'Tracking'. Below these are several action buttons: 'Resolve', 'Comment', 'Assign', 'Flag', 'To-Do', 'Success Plan', 'Send Message', and 'Download'. A search bar for 'Student' is present, along with filters for 'View' (set to 'Custom'), 'Connection' (set to 'All My Students'), and 'Cohort'. A table lists students with columns for 'Student', 'Item Name', 'Status', 'Created', 'Assigned', and 'Due'. One student has a 'Missing Assignments' flag. A red arrow points to the checkbox icon next to this flag. A pop-up menu is open over the flag, showing 'SUMMARY' and 'STUDENT INFO' tabs. Under 'SUMMARY', it lists 'Missing Assignments' and 'Raised by' followed by a student name. Below this, it shows 'ABSTRACT ALGEBRA Section 01 (Sp17_MATH432-01)'. At the bottom of the pop-up, there are buttons for 'Details', 'Edit', 'Comment', and 'Clear'. A second red arrow points to the 'Clear' button.

Clear Flag for 1 Student

- Select the applicable reason for clearing the Flag. Your options include:
 - **Student will Take Action**
 - **Student Has Not Responded**
 - **Student Will Contact Professor for Clarification**
 - **Instructor Indicates Flag is Resolved**



Clear flag for Ram Patel

[Show flag details](#)

Select a reason for clearing this flag: *

- Student will Take Action
- Student Has Not Responded
- Student Will Contact Professor For Clarification
- Instructor Indicates Flag is Resolved

Clear Flag for 1 Student

- If you are clearing a Flag **that you raised for the student**, you have the option to **Add A Comment** describing why you are clearing the Flag.
- If you are clearing a Flag **that was raised for the student by someone else**, you will see the “Add A Comment” box as well as an additional box where you have the option to **Close the Loop** with the flag raiser.

The screenshot shows a web interface for clearing a flag. The title bar reads "Clear flag for [redacted] (Today)". Below the title bar is a link "Show flag details". A red box highlights the "Add a comment:" label and the text area below it. Below the text area is a checked checkbox "Send a message to [redacted]" with a red box around the "close the loop" button next to it. Below this is a "To" field with a redacted name and a "Copy my comment" link. A text area below contains the placeholder "Type a message for [redacted] about clearing this flag.". At the bottom left is a "Required fields" indicator. At the bottom right are "Never Mind" and "Submit" buttons.

Clear Flag for 1 Student

- If you leave the “Close the Loop” 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 flag for [redacted] (Today)

[Show flag details](#)

Add a comment:

Send a message to [redacted] to close the loop

To: [redacted] [Copy my comment](#)

Type a message for [redacted] about clearing this flag.

* Required fields

Never Mind Submit

Clear Flag for 1 Student

- If you leave the “Close the Loop” 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 [redacted] (Today)

[Show flag details](#)

Add a comment:

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

Send a message to [redacted] to close the loop

To [redacted] [Copy my comment](#)

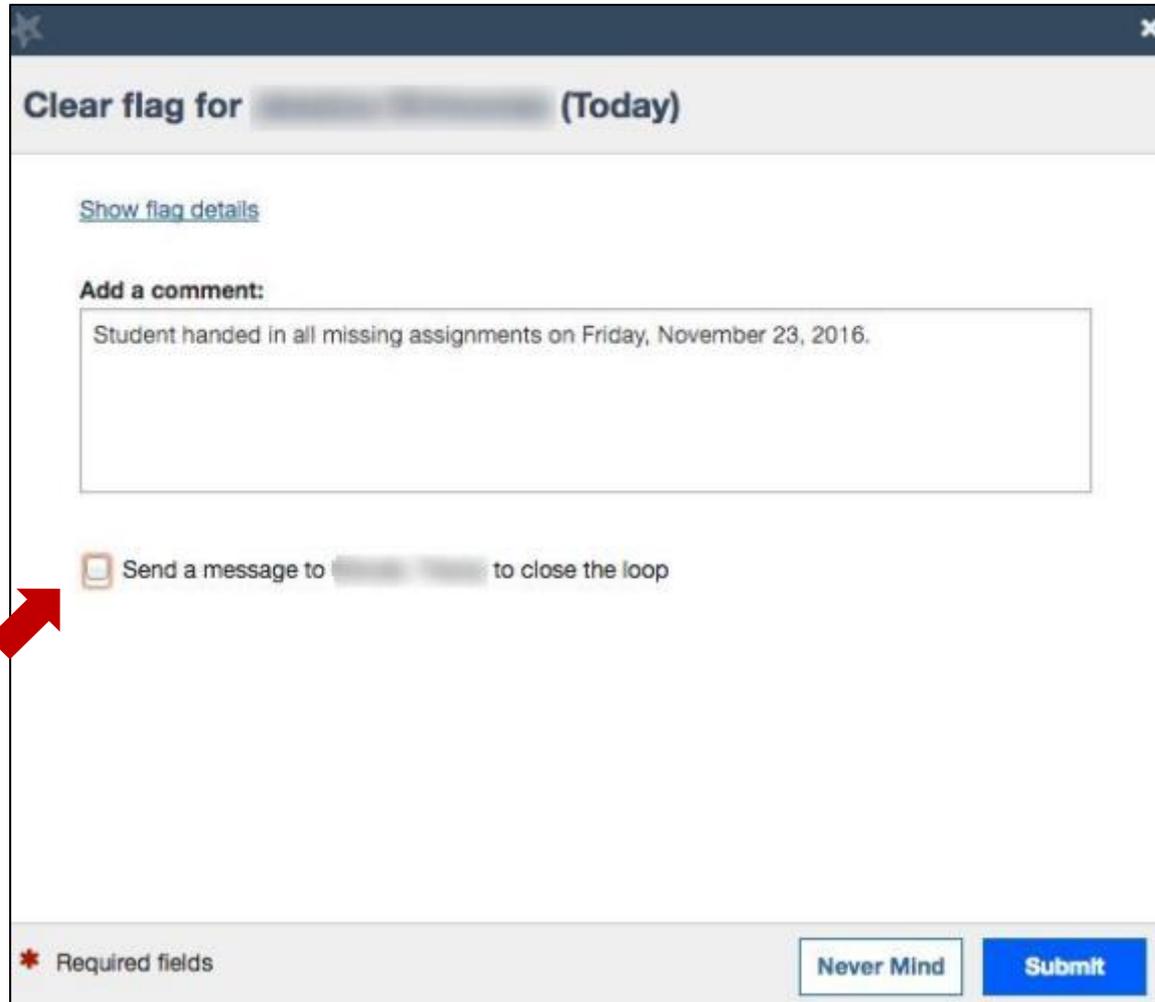
Student handed in all missing assignments on Friday, November 23, 2016.

* Required fields

Never Mind Submit

Clear Flag 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



The screenshot shows a web form titled "Clear flag for [redacted] (Today)". At the top left is a close button (X). Below the title is a link "Show flag details". Underneath is a section "Add a comment:" with a text area containing the text "Student handed in all missing assignments on Friday, November 23, 2016." Below the text area is a checkbox labeled "Send a message to [redacted] to close the loop". A red arrow points to this checkbox. At the bottom left, there is a legend: a red asterisk followed by "Required fields". At the bottom right, there are two buttons: "Never Mind" and "Submit".

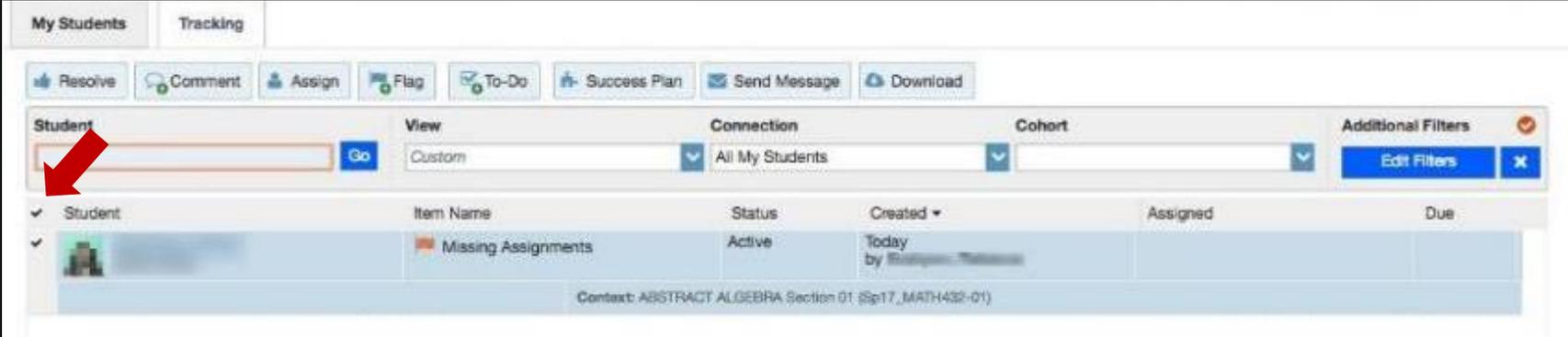
Clear Flag for 1 Student

- Once the Flag is cleared, the student folder will reflect that the item is resolved and list the reason selected:

The screenshot displays a student folder interface. At the top, there are several status indicators: a red flag icon next to 'Academically at Risk', 'Resolved', and 'Today by Bender, Tracey'. Below these indicators is a section titled 'Journal' with a horizontal line underneath. A dashed horizontal line separates the 'Journal' section from the bottom section. In the bottom section, there is a date indicator 'Today Bender, Tracey' on the left. To its right, a red-bordered box contains the text 'Flag Cleared' and 'Reason: Student Will Contact Professor For Clarification'.

Clear Flags for Multiple Students at once

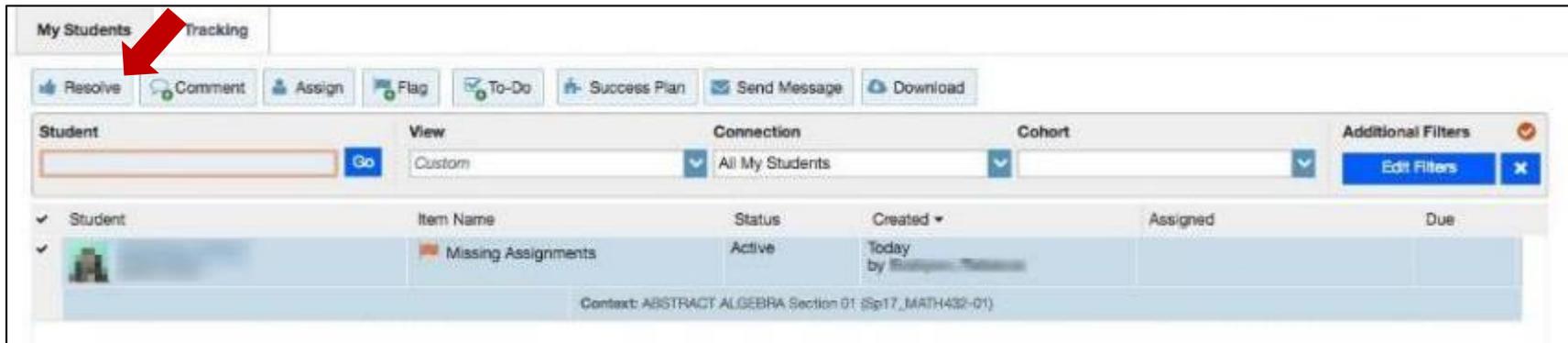
- Check off all the Students that you wish to clear the item for



The screenshot shows a web interface for student tracking. At the top, there are tabs for 'My Students' and 'Tracking'. Below the tabs is a toolbar with buttons for 'Resolve', 'Comment', 'Assign', 'Flag', 'To-Do', 'Success Plan', 'Send Message', and 'Download'. Below the toolbar is a search and filter section with a 'Student' input field (highlighted by a red arrow), a 'Go' button, and dropdown menus for 'View' (set to 'Custom'), 'Connection' (set to 'All My Students'), and 'Cohort'. To the right of these dropdowns is an 'Additional Filters' button with a checkmark icon. Below the search and filter section is a table with the following columns: 'Student', 'Item Name', 'Status', 'Created', 'Assigned', and 'Due'. The table contains one row with a checkmark in the 'Student' column, a student profile picture, 'Missing Assignments' in the 'Item Name' column, 'Active' in the 'Status' column, 'Today by [Name]' in the 'Created' column, and empty cells in the 'Assigned' and 'Due' columns. At the bottom of the table, there is a text label: 'Context: ABSTRACT ALGEBRA Section 01 (Sp17_MATH432-01)'.

Clear Flags for Multiple Students at once

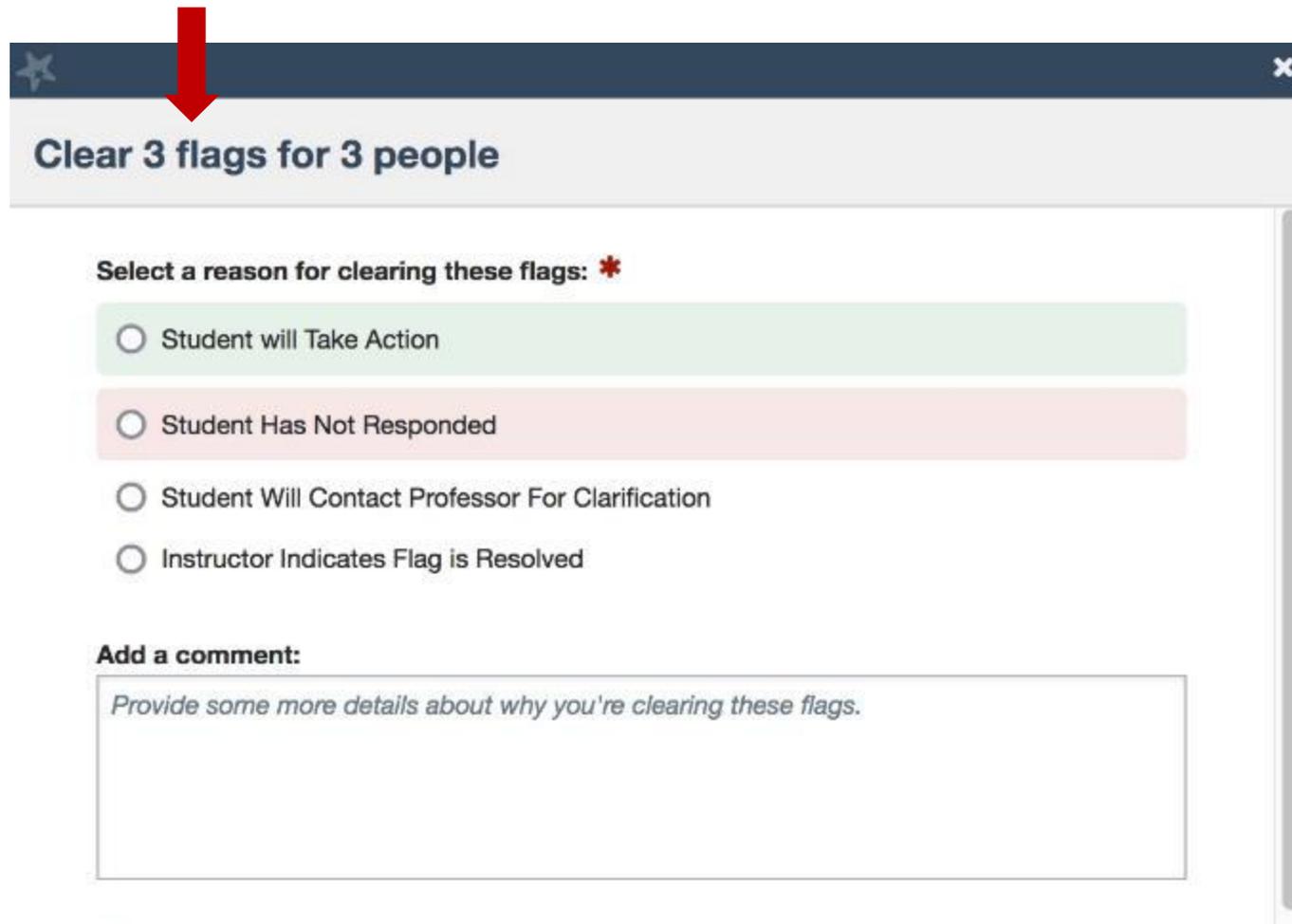
- Click on the “**Resolve**” Button



The screenshot shows a web interface for managing students. At the top, there are tabs for 'My Students' and 'Tracking'. Below the tabs is a toolbar with several action buttons: 'Resolve', 'Comment', 'Assign', 'Flag', 'To-Do', 'Success Plan', 'Send Message', and 'Download'. A red arrow points to the 'Resolve' button. Below the toolbar is a search and filter section with a 'Student' input field, a 'Go' button, and dropdown menus for 'View' (set to 'Custom'), 'Connection' (set to 'All My Students'), and 'Cohort'. There is also an 'Additional Filters' section with an 'Edit Filters' button. Below this is a table with columns: 'Student', 'Item Name', 'Status', 'Created', 'Assigned', and 'Due'. The table contains one row with a student profile picture, a 'Missing Assignments' icon, the text 'Missing Assignments', a status of 'Active', and a 'Created' date of 'Today by [User Name]'. At the bottom of the table, there is a context string: 'Context: ABSTRACT ALGEBRA Section 01 (Sp17_MATH432-01)'.

Clear Flags for Multiple Students at once

- Connect will remind you how many people you are closing the flag for at the top of the box

A screenshot of a web application dialog box titled "Clear 3 flags for 3 people". The dialog has a dark blue header bar with a star icon on the left and a close button (X) on the right. A red arrow points to the top of the dialog box. Below the header, the text "Clear 3 flags for 3 people" is displayed. Underneath, there is a section titled "Select a reason for clearing these flags: *" with four radio button options: "Student will Take Action" (highlighted in light green), "Student Has Not Responded" (highlighted in light pink), "Student Will Contact Professor For Clarification", and "Instructor Indicates Flag is Resolved". At the bottom, there is a section titled "Add a comment:" with a text input field containing the placeholder text "Provide some more details about why you're clearing these flags.".

Clear 3 flags for 3 people

Select a reason for clearing these flags: *

Student will Take Action

Student Has Not Responded

Student Will Contact Professor For Clarification

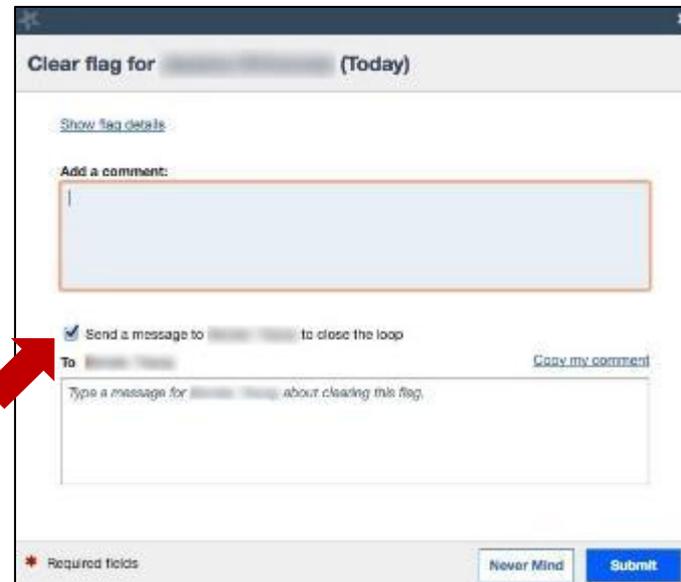
Instructor Indicates Flag is Resolved

Add a comment:

Provide some more details about why you're clearing these flags.

Clear Flags for Multiple Students at once

- The following options to clear multiple flags are the same when clearing only one flag:
 - Select the reason for closing the flag (“Student will Take Action”. “Student Has Not Responded”. “Student Will Contact Professor for Clarification” or “Instructor Indicates Flag is Resolved”)
 - If you leave the “Close the Loop” 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 “Close the Loop” 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



Clear flag for [student] (Today)

[Show flag details](#)

Add a comment:

Send a message to [student] to close the loop

To: [student] [Copy my comment](#)

Type a message for [student] about clearing this flag.

Required fields

Clear Flags for Multiple Students at once

- Once the Flag is cleared, the student folder will reflect that the item is resolved and list the reason selected:

The screenshot displays a student folder interface. At the top, there are several status indicators: a red flag icon next to 'Academically at Risk', 'Resolved', and 'Today by Bender, Tracey'. Below these indicators is a section titled 'Journal' with a horizontal line underneath. A dashed horizontal line separates the 'Journal' section from the bottom section. In the bottom section, there is a red-bordered box containing the text 'Flag Cleared' and 'Reason: Student Will Contact Professor For Clarification'. To the left of this box, the text 'Today Bender, Tracey' is visible.

**If you have any further
questions, please don't hesitate
to connect Tracey Bender at
tpastori@ramapo.edu**