2. How to see your students’ details and raise flags v1.4

How to see your students’ details and raise flags

If you encounter any issues, please contact your departmental Starfish representative, or raise an ASK request (in the system selection choose ‘Starfish’). For the staff Starfish guide, please see here.

1) After you have logged in to Starfish, click on ‘Students’ and then ‘My Students’:
2) You can narrow down your list of students by clicking on the ‘Connection’ filter. Your options in the drop-down are either:

a) **Roles** you have in relation to those students (e.g. ‘Show me all students to whom I am a Personal Tutor’) or 
b) **Courses/tutorial groups** you are responsible for (e.g. ‘Show me all students in my 2\textsuperscript{nd} Year Labs’).

![Connection filter]

You can also search for a student by their **Name, Username or CID** by using the **Search** box.
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3) To open a student folder click on the student’s name (which is blue and underlined), and then click on the ‘Tracking’ tab. In here, you can see the entire list of the student’s ‘tracking items’ i.e. ‘Flags’, ‘To-Dos’, ‘Referrals’, and ‘Achievements’. Please note that you will be able to see only the items that your role allows.

If you click on the plus (➕) symbol then you will see all the comments (called ‘Notes’ in Starfish) that have been added on that item:

4) For more options on that tracking item you can ‘hover your mouse over’ its icon (🔧) and it will open the menu (if you’re using a tablet, just click on the icon):
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In most cases you will want to add a ‘Comment’, ‘Assign’, or ‘Clear’ a flag. ‘Editing’ a flag, edits the original details of the flag.

5) To raise a new flag click on the ‘Flag’ button:

6) And then fill in the details:
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a. **Select a Flag**

b. If relevant, choose a Course (module or group) and a Due Date

c. You can assign this flag to a role related to the student. If unsure, please leave it as Unassigned

d. Please use the minimum amount of detail that makes sense if someone else needs to follow-up on this flag. Also note that all information entered is subject to Freedom of Information requests.

e. Here you can see which roles will have access to the details of this flag (not all roles will actually have a relation to the student eg: PG roles to a UG student). To see the full list, click on ‘More...’

f. Click ‘Save’ to raise the flag

**IMPORTANT:** If there is a reason for one of these roles to not have access to the details, then please handle the concern externally to Starfish.
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Tip: To see the people that have a relationship setup with this student, click on the ‘Network’ tab:

You can find the student’s **Course Teachers** and **GTAs/Subject Tutors** under the ‘Courses’ tab.