



Adding Comments on Flags

Starfish allows you to easily document your interactions with students regarding raised flags via **Comments**. Comments are viewable to those with permission to view the flag. In addition to the note being viewable by others you can send a copy of the comment to yourself, the student, and the flag raiser via email.

1. To document a **Comment**, hover over the flag icon  and click the **Comment** button 

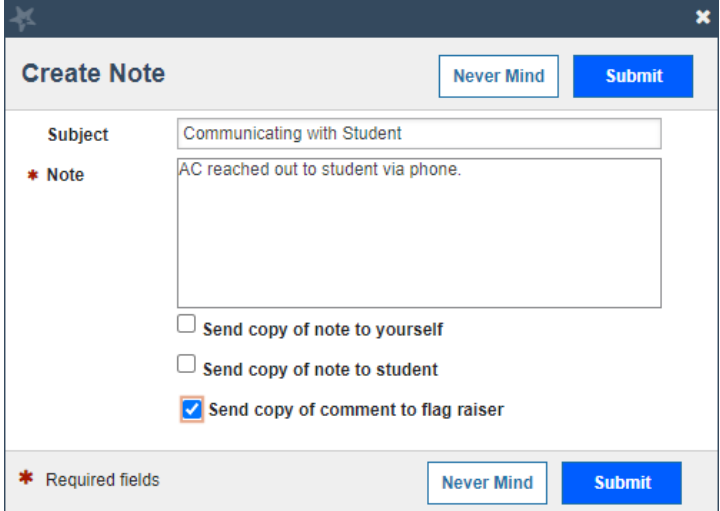
2. Add a Subject and Note (Comment)

a. Comments provide the ability to document and send notification (if desired) of what is happening with a raised flag. Examples include but are not limited to:

- i. Communication attempts (email, phone call, etc.) with student
- ii. Notes regarding response or lack of response from student

3. Check the parties you would like to send a copy of the **Comment**. Emails will be sent to those parties.

4. Click **Submit** when you are ready to document the comment.



Create Note Never Mind Submit

Subject Communicating with Student

*** Note** AC reached out to student via phone.

Send copy of note to yourself

Send copy of note to student

Send copy of comment to flag raiser

*** Required fields** Never Mind Submit