Resolving a Flag and Closing the Loop

While in Starfish:

⭐ Choose Students

⭐ Select the Tracking tab

⭐ Select the Flag icon next to the name of the flag raised

⭐ Choose 'Clear Flag'

⭐ Choose the most appropriate reason for clearing the flag

⭐ Enter a comment explaining why you are clearing the flag

⭐ Add a message in the 'Close the Loop' field detailing what actions were taken to resolve the flag, any remaining concerns you might have, and what further steps are necessary, if any.
* This message will be sent to the flag raiser.

⭐ Select Submit

Clear flag for

Show flag details

Select a reason for clearing this flag: *

○ The student responded to outreach attempts

○ The student did not respond to outreach attempts

○
The student has been administratively dropped from the course or withdrew from the course

○ The flag was raised by mistake

○ Other reason for clearing (Please make a comment)

Add a comment:

Provide some more details about why you're clearing this flag.

G

☑ Send a message to ▓▓▓ to close the loop

To ▓▓▓   Copy my comment

Type a message for ▓▓▓ about clearing this flag.

* Required fields   Never Mind   **Submit**