

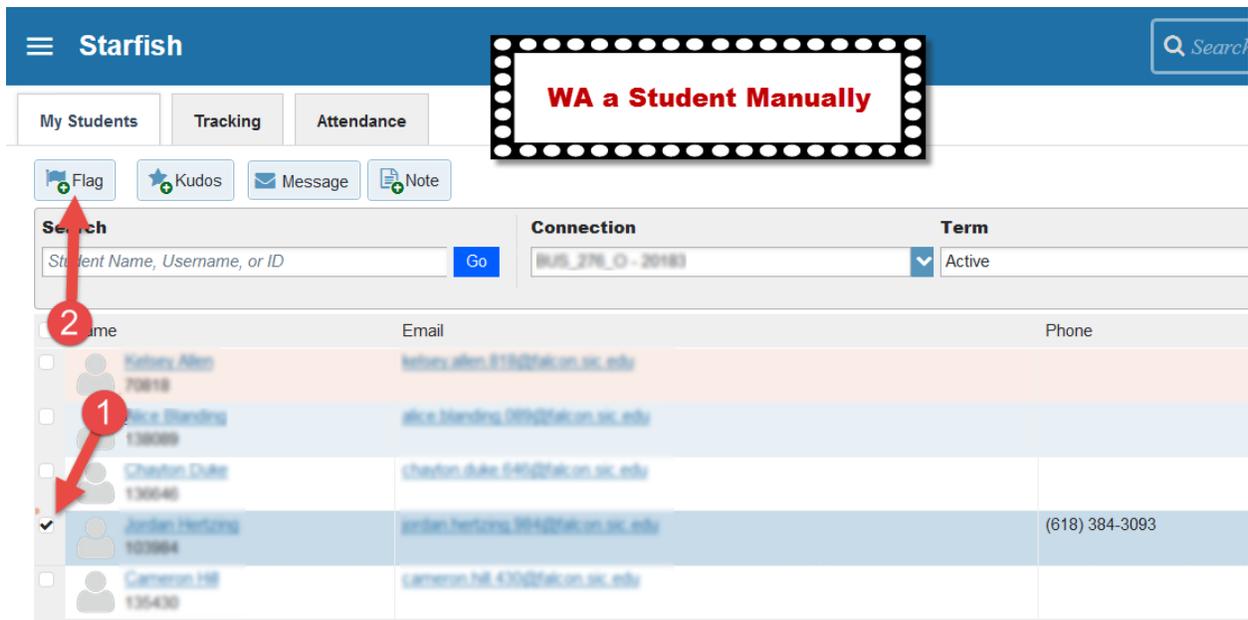
WA Drop a Student in Starfish

You can WA Drop a student in Starfish one of two ways.

1. Drop them from through the survey that is launched periodically throughout the semester.
2. Drop them any time manually in Starfish.

How to WA Drop Students Manually in Starfish:

1. Log in Starfish: www.sic.edu/starfish
2. Click the **triple bar** in the top left 
3. Choose **Students**
4. Search for a student by...
 - a. Typing the student's name into the **Search** field
 - b. Choosing your **Connection** to them or course
5. Choose the student by checking the box next to their name
6. Choose "Flag"

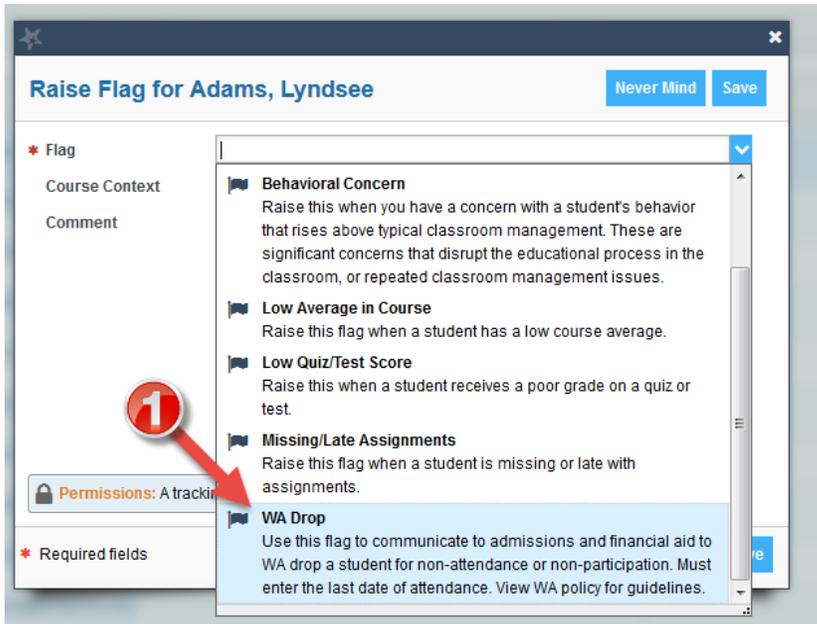


The screenshot shows the Starfish interface with the 'My Students' tab selected. A red box highlights the text 'WA a Student Manually'. A red arrow points to the 'Flag' button. Another red arrow points to the checkbox next to the student 'Jordan Hertzig'.

Search	Connection	Term
Student Name, Username, or ID	BUS_276_O - 20181	Active

Name	Email	Phone
<input type="checkbox"/> Kelley Allen 70818	kelley.allen.11522@sic.edu	
<input type="checkbox"/> Alice Blending 138089	alice.blending.07622@sic.edu	
<input type="checkbox"/> Cheylin Duke 136040	cheylin.duke.61622@sic.edu	
<input checked="" type="checkbox"/> Jordan Hertzig 103884	jordan.hertzig.36122@sic.edu	(618) 384-3093
<input type="checkbox"/> Cameron Hill 135430	cameron.hill.43222@sic.edu	

7. Select the WA Drop Flag



8. Choose the course you are dropping the student from
9. Enter a last date of attendance
10. Save

