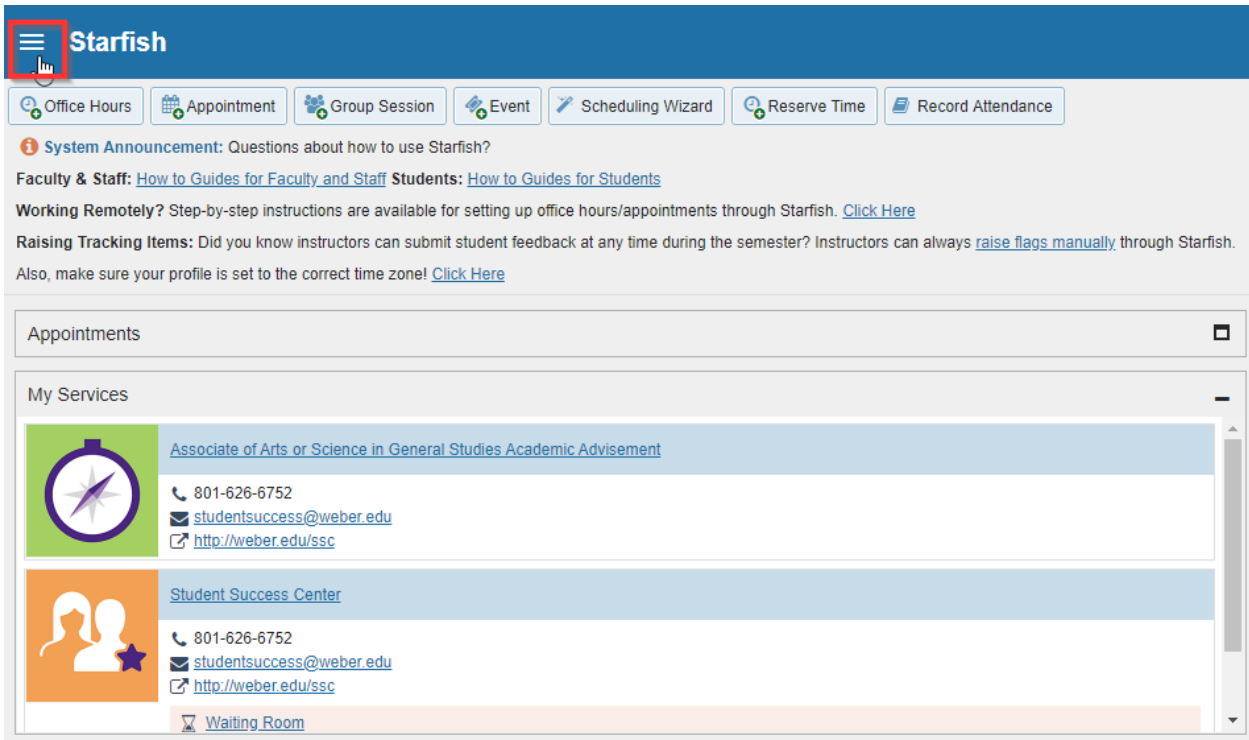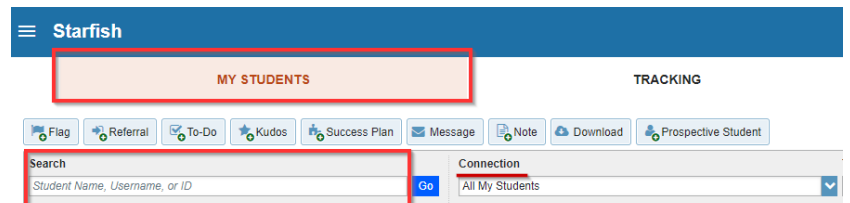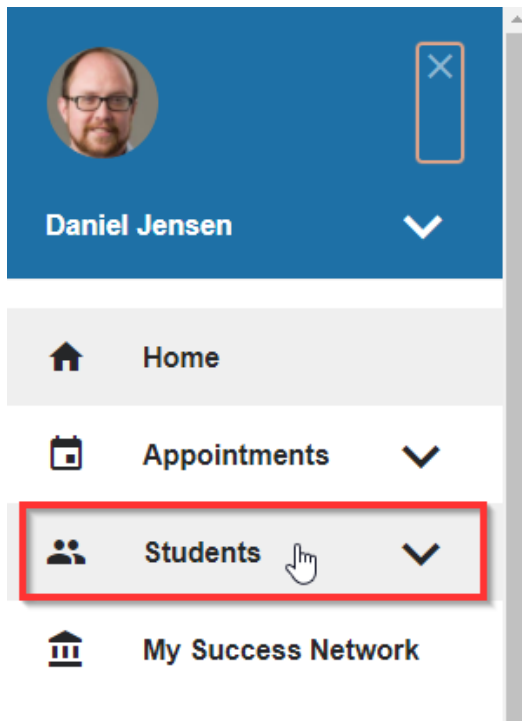1. From the Starfish menu, click on **Students**.

2. On the **My Students** tab, find the desired student by typing the student's name in the **Search** box. You may also pull up your student through your Course list using the **Connection** filter.
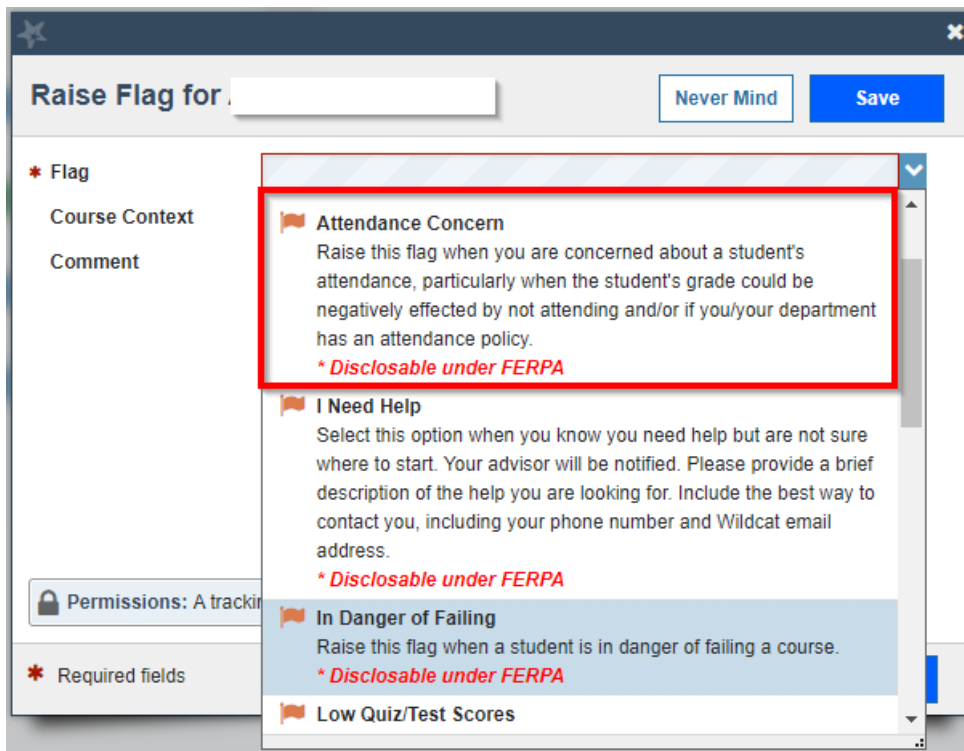

3. Check the box for the student(s) you wish to flag.

4. Click the **Flag** button. A list of flags that you have permission to raise on this student is displayed.
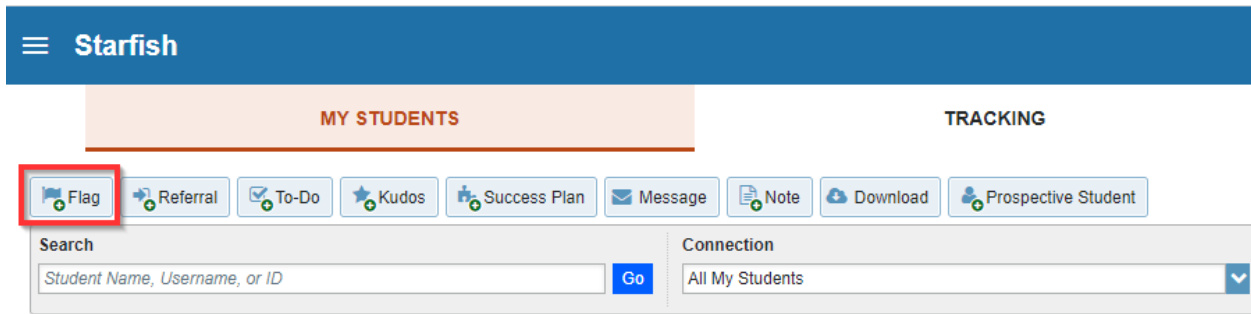
5. Select the desired **Flag** from the list.

6. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comments** box. Note the information under Student View to see if the flag and corresponding notes are viewable by the student.

7. Click the **Save** button.

You can follow the same process as above to provide Kudos (congratulatory messages) to a student or group of students by clicking on the **Kudos** button instead of the Flag button in step 5.