

# Lowering Flags in Starfish

There are two locations from which you may lower (clear) a flag in Starfish.

1. Home Screen
2. Student File

## Lowering a Flag in your Home Screen

The screenshot displays the Starfish Home Screen interface. At the top, there is a navigation bar with 'Home', 'Appointments', 'Students', and 'Services' tabs, along with a search bar and user profile 'Severus Snape'. Below the navigation bar are several action buttons: 'Office Hours', 'Appointment', 'Group Session', 'Scheduling Wizard', 'Reserve Time', and 'Record Attendance'. A system announcement and a link to 'Outstanding Progress Surveys' are visible. The main content area is divided into 'Appointments' and 'Recent Changes'. The 'Appointments' section lists two appointments: 'Weasley, Ronald: Today at 3:00 pm Tutoring' and 'Potter, Harry: Today at 3:30 pm General visit'. The 'Recent Changes' section shows a 'Raised Flag: Potter, Harry: Attendance Concern: 03-03-2015' and two 'New Appointment' entries. A red box highlights the flag icon in the 'Recent Changes' section with the text: 'First, click on the flag icon with the blue arrow.' Below this, a modal window titled 'Mark 1 Flag as Cleared' is shown. It contains a confirmation message: 'Are you sure you want to mark the Attendance Concern flag for Harry Potter as cleared?' and a 'Comment:' field with the text: 'Mr. Potter has explained the reason for his recent absences. I am giving him an alternate assignment to compensate for missing lab today.' A second red box highlights this comment field with the text: 'Second, enter a comment explaining the reason for lowering the flag and submit.'

## Lowering a Flag in a Student File

Open the file by clicking on the student's name anywhere in the system.

Identify the flag that you want to lower and repeat the steps listed above.

The screenshot shows a student profile for Harry Potter (ID: 1334121) with various action buttons like Flag, Referral, Kudos, Message, Note, and Appointment. Below these are tabs for Overview, Courses, Tracking, Meetings, Notes, and Network. A table lists flags, with one 'Attendance Concern' flag circled in red. A modal dialog titled 'Mark 1 Flag as Cleared' is open, asking for confirmation and a comment. The comment box contains the text: 'Mr. Potter has explained the reason for his recent absences. I am giving him an alternate assignment to compensate for missing lab today.'

Item Name	Status	Created	Due	Assignee	Context
Attendance Concern	Active	Today by Snape, Severus			Potions-Sect 49 (SP15-CHEM-105-49)

**Journal**  
03-03-2015  
Snape, Severus

**Raise Comment**  
Mr. Potter chose to miss my class today without explanation. I have requested a meeting with him to discuss his absences.

### Mark 1 Flag as Cleared

Are you sure you want to mark the Attendance Concern flag for Harry Potter as cleared?

Comment:  
Add comments indicating why the flag is being marked as cleared.

Mr. Potter has explained the reason for his recent absences. I am giving him an alternate assignment to compensate for missing lab today ]