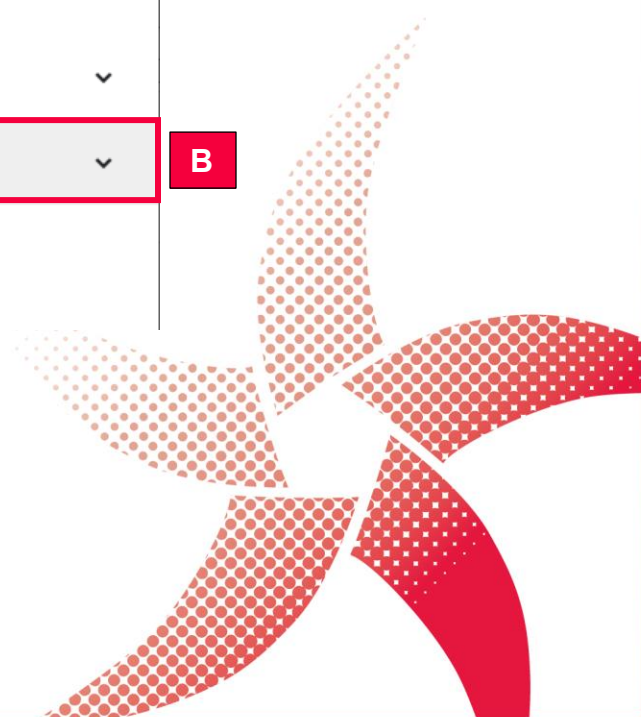
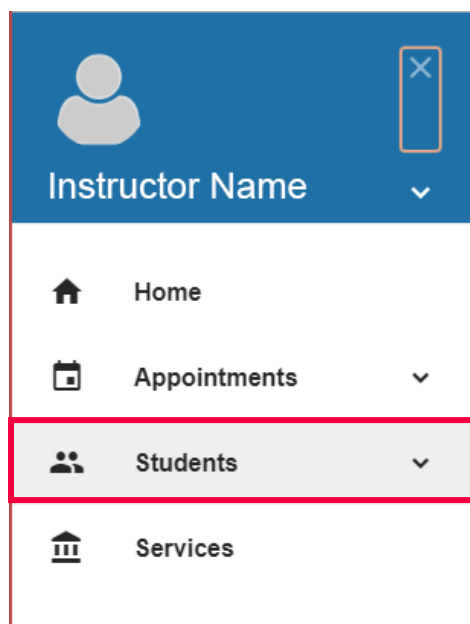
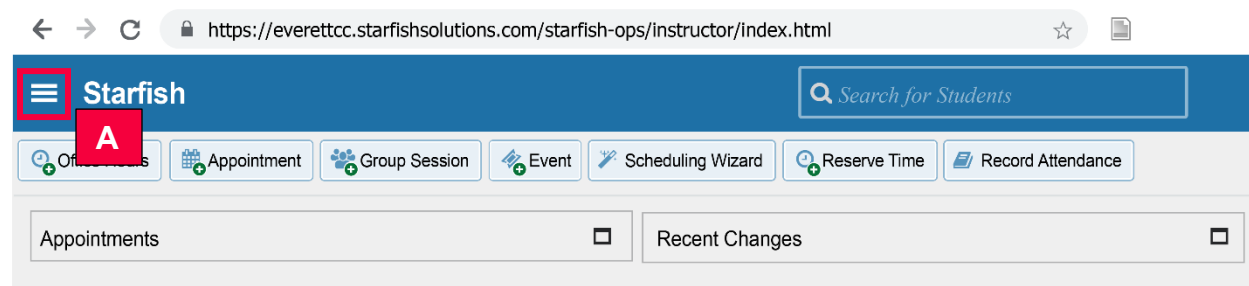
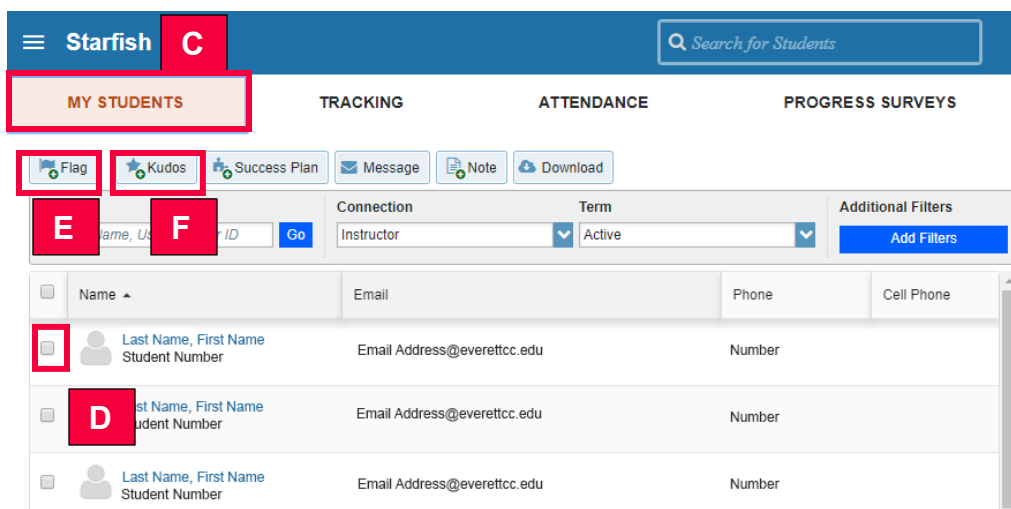


Leaving Freeform Feedback

You can leave feedback for students you have relationships with at any time using tracking items. These items are meant to spark conversation between you and a student, to help you resolve concerns you have about student performance or to congratulate them for good work. To raise these items:

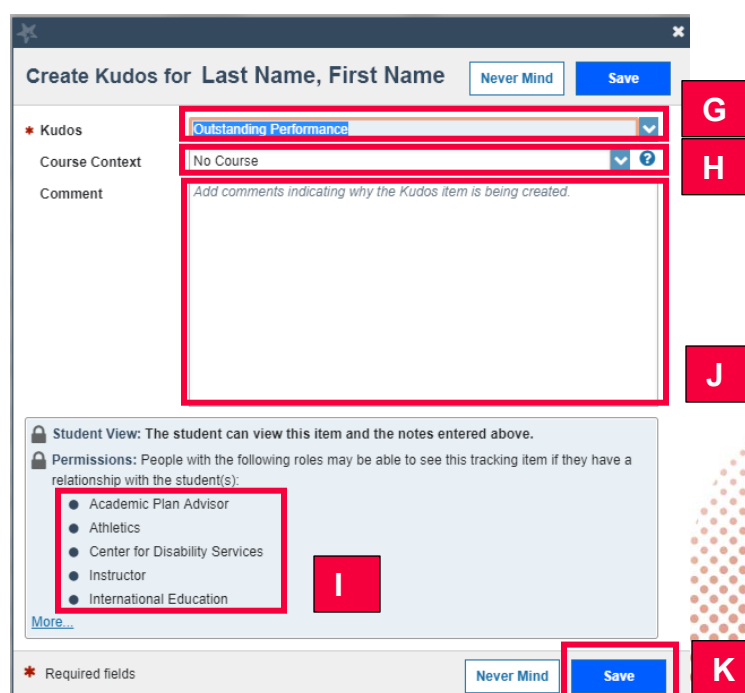
1. Log in to Starfish: <https://everettcc.starfishsolutions.com/starfish-ops/support/login.html>
2. From the menu in the upper left hand corner **[A]** select Students **[B]** and go to the My Students Tab **[C]**.





The screenshot shows the Starfish 'MY STUDENTS' page. At the top, there is a search bar and navigation tabs for 'MY STUDENTS', 'TRACKING', 'ATTENDANCE', and 'PROGRESS SURVEYS'. Below the tabs are action buttons: 'Flag' (E), 'Kudos' (F), 'Success Plan', 'Message', 'Note', and 'Download'. A filter section includes 'Connection' (set to 'Instructor') and 'Term' (set to 'Active'). A table lists students with columns for Name, Email, Phone, and Cell Phone. The second student row is highlighted with a red box and labeled 'D'.

3. Select one or more students [D] that you want to leave an item of feedback on.
4. To raise a concern on the selected student(s) click the flag button [E]. To leave positive feedback, click the kudos button [F].
5. From the screen that pops up, select the particular item you want to raise [G]. You can also choose to select which course the item is in regard to [H]. A list of who will be able to see the item you are raising will appear below [I].



The screenshot shows the 'Create Kudos' dialog box for a student. It has a title bar 'Create Kudos for Last Name, First Name' and buttons for 'Never Mind' and 'Save'. The form includes:

- 'Kudos' dropdown menu with 'Outstanding Performance' selected (G).
- 'Course Context' dropdown menu with 'No Course' selected (H).
- 'Comment' text area with placeholder text 'Add comments indicating why the Kudos item is being created.' (J).
- 'Permissions' section with a list of roles: Academic Plan Advisor, Athletics, Center for Disability Services, Instructor, and International Education (I).
- Buttons for 'Never Mind' and 'Save' (K).

6. Leave a comment for the student explaining the particular item you are raising [J]. This comment will be sent by Starfish as an email from you to the student.
7. Hit save to raise the item and send your comments to the student [K].