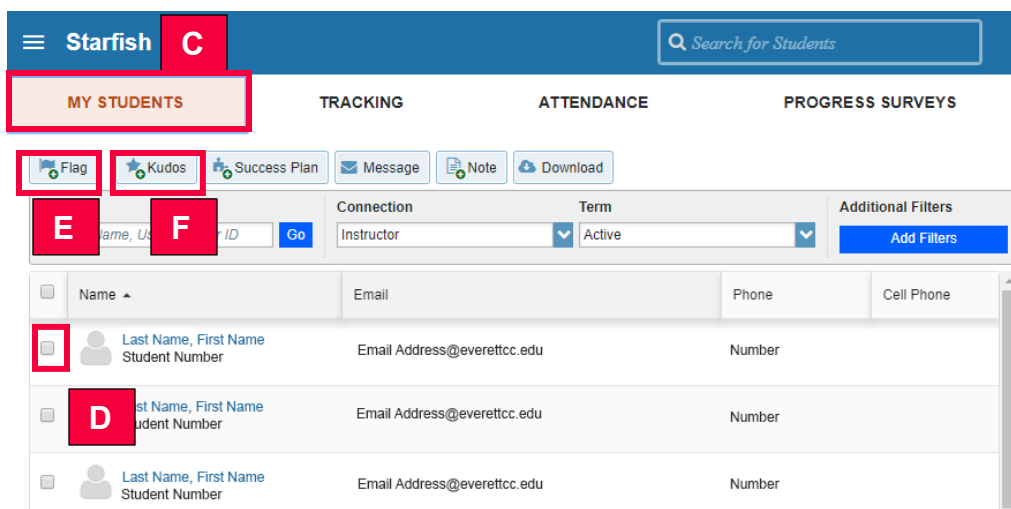# Leaving Freeform Feedback

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:
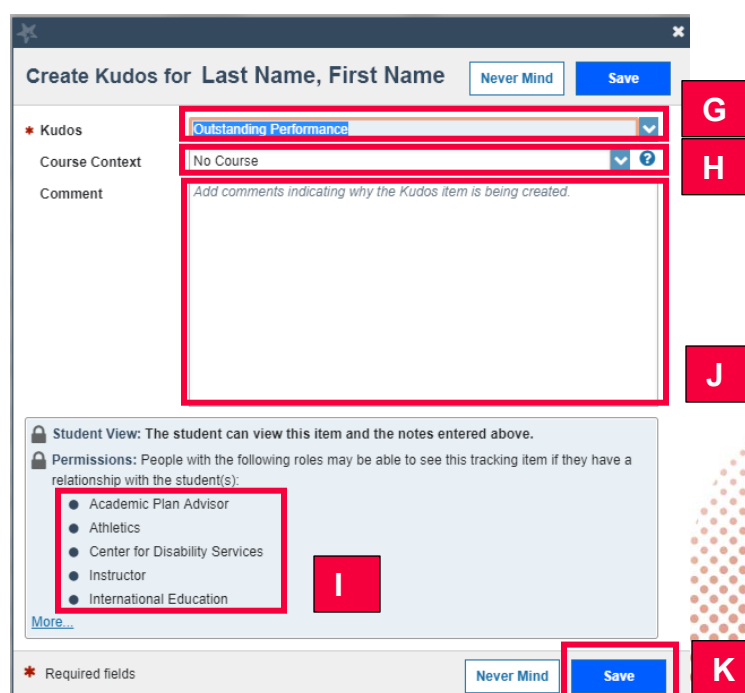
1. Log in to Starfish: https://everettcc.starfishsolutions.com/starfish-ops/support/login.html

2. From the menu in the upper left hand corner **[A]** select Students **[B]** and go to the My Students Tab **[C]**.
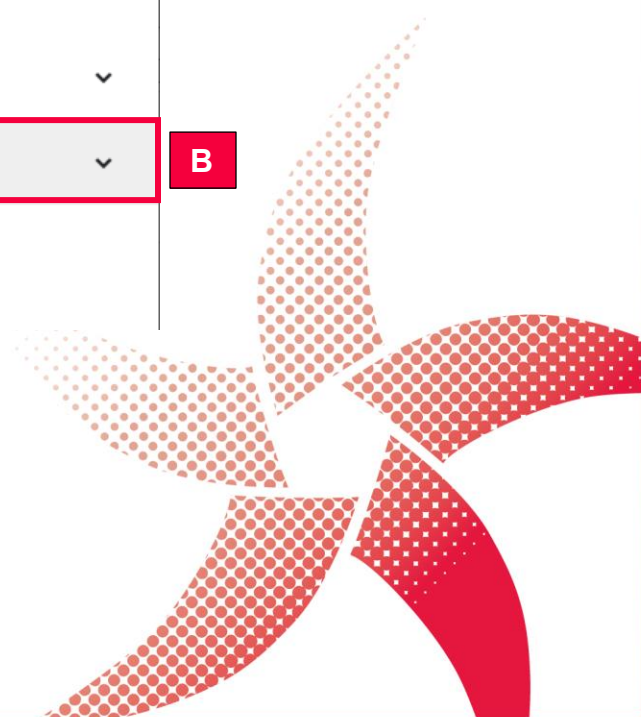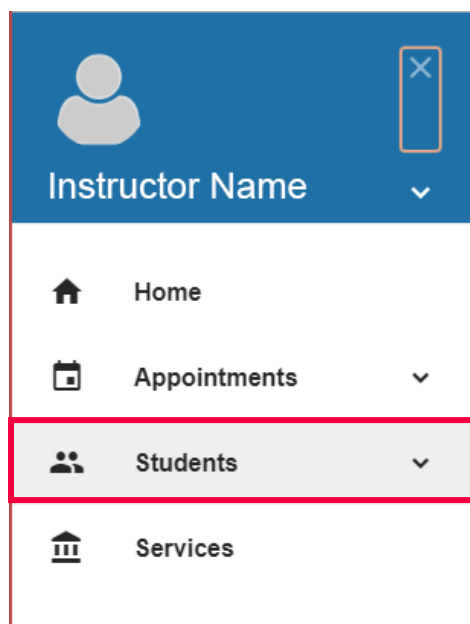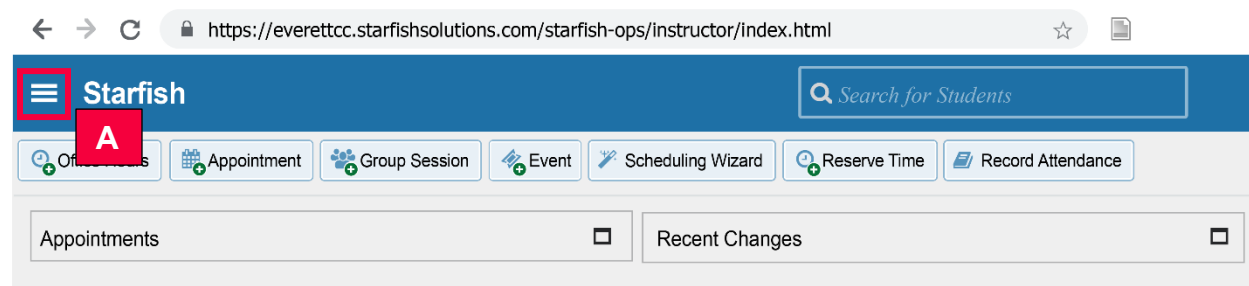
3. Select one or more students **[D]** that you want to leave an item of feedback on.

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]**.

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]**.