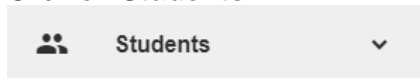


### How to Submit an Alert in Starfish

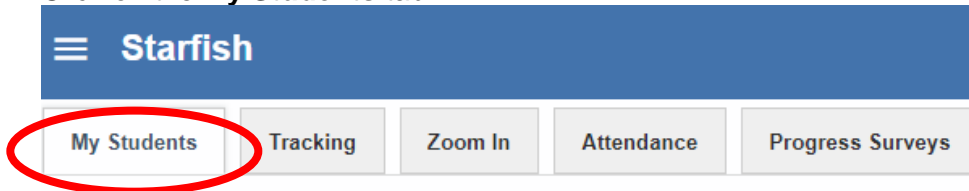
1. Log in to [Starfish](#) (access via Canvas).
2. Click on the bars in the Upper left-hand corner on the Starfish site.



3. Click on **Students**.

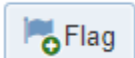


4. Click on the **My Students** tab.



5. Select the course for which you have students whom you like to submit an alert from the **Connection** dropdown.



6. Place a checkmark in the box to the left of the student(s) name(s) for whom you'd like to create a flag.
7. Click the **Flag** button: 
8. Fill out the information on the **Raise Flag** pop-up and click **Submit**.

**Tracking:** You may track the progress of a student you alerted in Starfish. For instructions on how to track a flag in Starfish visit the Faculty Resource Center's website ([www.uccs.edu/frc/teaching\\_resources/starfish](http://www.uccs.edu/frc/teaching_resources/starfish)).