Step One: Click on Student Tab, but not the arrow that opens up the drop down menu. If you do open that menu, click "My Students"
Step Three: Use drop down menu (Cohort) to select Veterans. Once you check this, you shouldn't have to do it again each time you use Starfish. You should only see students who are Veterans.
Here is the screen you will see after you click on Tracking.

**Step Four:** Click on Student's name to get more information about the student.
Step Five: Hover over cursor to open this dialog box

Options:
1) Click on Details to see any comments associated with flag
2) Click on Comment to add information to the student’s Starfish record
3) Click on Clear, when the issue has been resolved – this opens the dialog box to clear the flag and/or close the loop
4) Student support staff should not edit instructor comments
5) We are currently not using the assign feature
Step Six: After connecting with the student and discussing flag, clear the flag by making a comment in the top box. This comment can be seen by the student and others.

If you are unsuccessful in connecting with the student, you can also note that when clearing the flag (i.e. sent an email and made phone call to student, student did not reply to either attempt)

Then, close the loop by making a comment in the bottom box (close the loop). This sends an email to the flag raiser (usually faculty). This comment will only be seen by faculty.