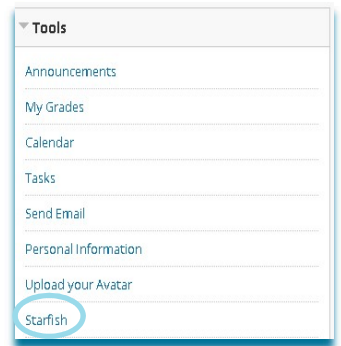


Assigning a Flag, Referral or ToDo to a student

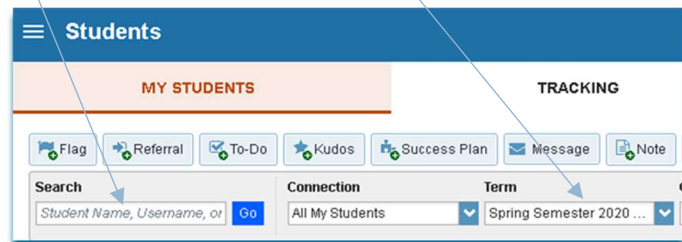
Access Starfish

- Go to csc.edu
- Click on Blackboard
- Sign in using your Columbus State credentials
- Under tools in the bottom left, click Starfish



Access student to assign Flag, Referral, or ToDo

- Click on the three parallel white lines in the upper left corner, click on Students
- Confirm the current term is selected in the term drop down box
- In Search box, type the student 's username or Cougar ID, confirm it is correct student



- Click on the student's name
- Click on the Flag, Referral or ToDo button
- The box will open, click on the down arrow to select the **item to raise**
- Add any comments for the student
- Click Save

