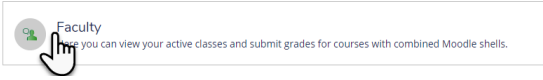


Starfish - No Show

Raise this flag at the start of the course when a student has **NEVER** reported to class, logged into an online course, and/or has not engaged with you in any way whatsoever. This flag will be shared with financial aid and the student's aid may be impacted as a result. A notice will be sent to the student, letting them know that you have reported them as a **NO SHOW** and should contact you right away if they intend to remain in the course.

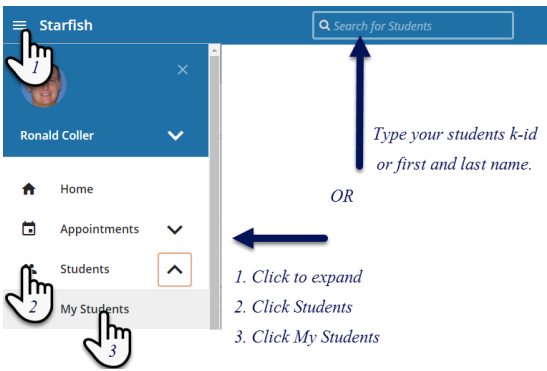
1. Login to the Bruin Portal and click on **Faculty**.



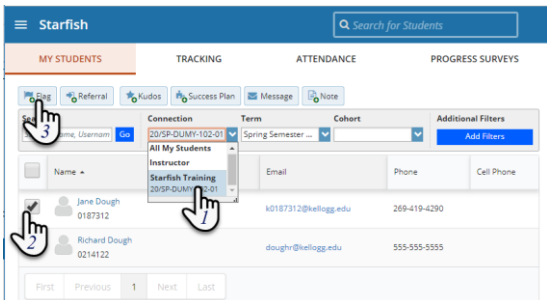
2. Click on **Starfish – Stick with KCC** image.



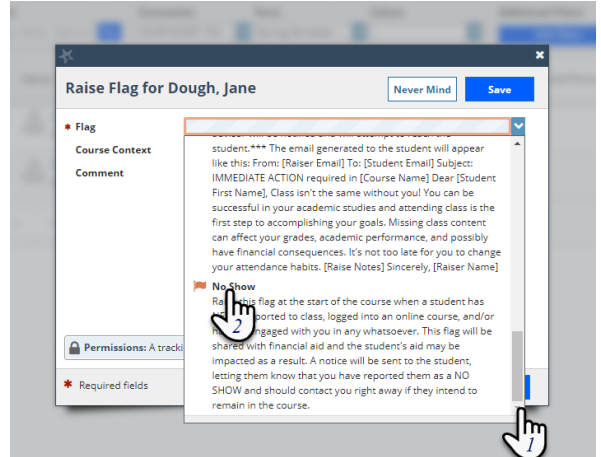
3. Click on the menu icon and select **Students**, then **My Students**.



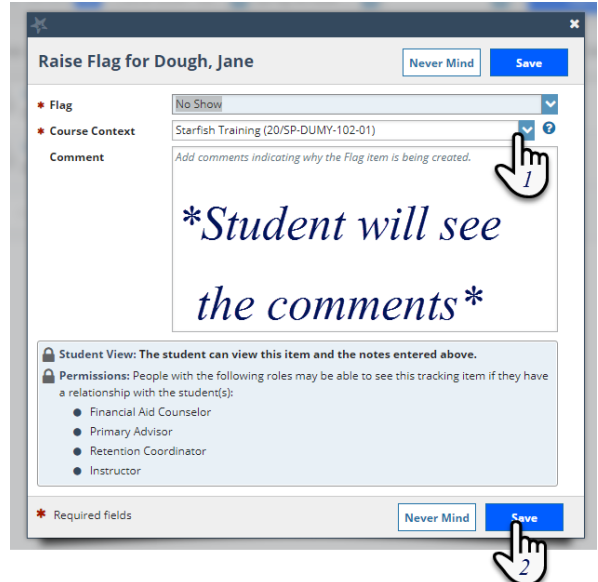
4. Using the **Connection** dropdown menu select the **Course & Section**.
 - Place a check next to the student you wish to **No Show** and click **Flag**.



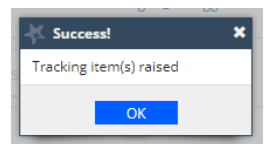
5. To select **No Show**, scroll down to the bottom of the pop-up window and click on it.



6. Using the drop-down, select your course. If you leave a **Comment** the student will also receive it. When finished click **Save**.



Confirmation of submission



Still need help?

Contact the Help Desk
(269) 965-4148 or helpdesk@kellogg.edu

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