Raise a Flag on one of your students

When you have a concern with a particular student, raise a flag, to-do, or referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

- 1. Click on the **Students** navigation item to see your list of students.
- Click on the student's name to bring up the Student Folder.
- 3. Click the **Flag** button.

A list of flags that you have permission to raise on this student is displayed.

- 4. Select the desired **Flag** from the list.
- If relevant, select a course from the Course Context, drop down list, and enter notes in the Comment box.
- 6. Click the **Save** button.

Notes:

The **Student View:** indicates whether the student can view the flag and the notes you include in the **Comment** box.

The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.



Student View: The student can view this item and the notes entered above.

a relationship with the student(s): First Year Seminar Advisor

Instructor
Athletics Administration

Coach

* Required fields

Permissions: People with the following roles may be able to see this tracking item if they have

Never N 6 Save