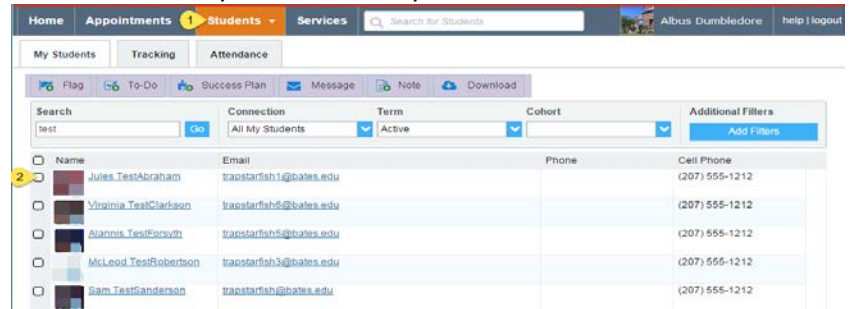


Raise a Flag on one of your students

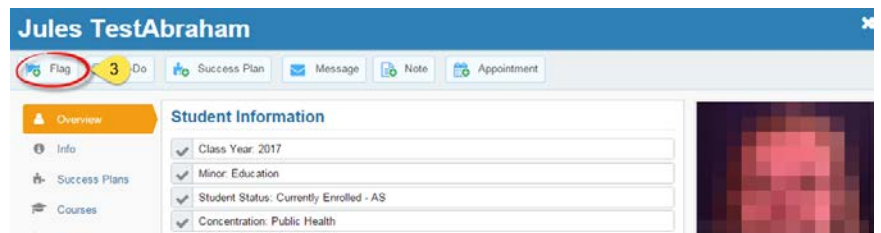
When you have a concern with a particular student, raise a flag, to-do, or referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

1. Click on the **Students** navigation item to see your list of students.
2. 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.
5. 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.

