

How to Raise a Flag for One of Your Students

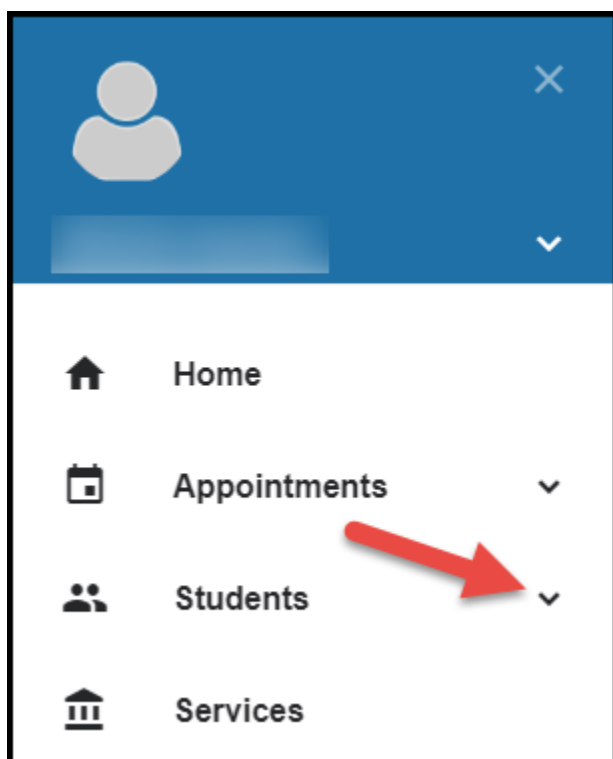
When you have a concern about a particular student, you can raise a flag to communicate your observations. The appropriate individuals or office will be automatically notified when you save the item.

Log into Student Success Network: [Login](#)

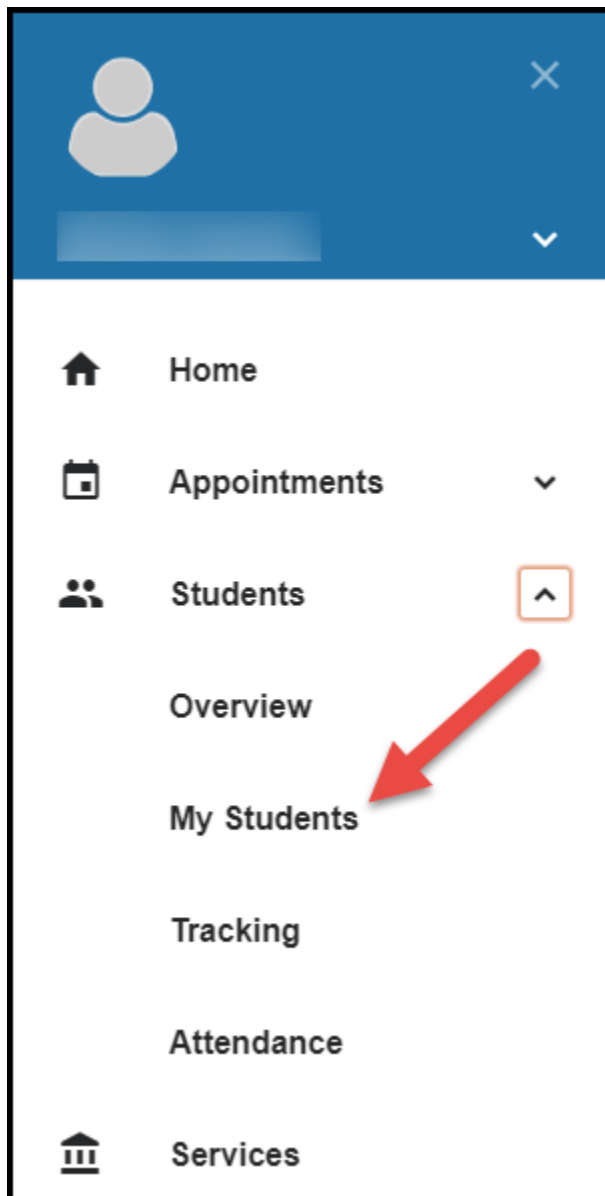
Select the hamburger menu on the left side:



Select Students from the dropdown menu:



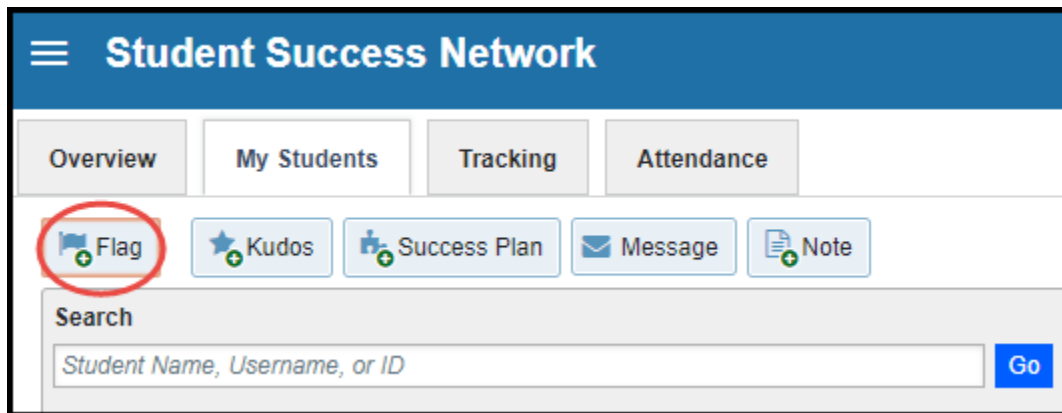
Select My Students from the dropdown menu:



Narrow your student list by selecting the course:



Select the student by clicking on the box next to the student name and select Flag in the top menu:



The screenshot displays the 'Student Success Network' interface. At the top, there is a blue header with a hamburger menu icon and the title 'Student Success Network'. Below the header, there are four tabs: 'Overview', 'My Students', 'Tracking', and 'Attendance'. Under the 'My Students' tab, there are five action buttons: 'Flag', 'Kudos', 'Success Plan', 'Message', and 'Note'. The 'Flag' button is circled in red. Below these buttons is a search bar with the placeholder text 'Student Name, Username, or ID' and a blue 'Go' button.

Raise Flag for

Never MindSave

* Flag

Course Context

Comment

Permissions: A tracking tool used by the Dean's Office to monitor student progress.

* Required fields

Attendance Concern

Raise this flag when a student's lack of attendance is a concern

In Danger of Failing - Performance Can be Improved

Raise this flag when a student at risk for failing the course, could potentially pass the course if the student improves their performance sufficiently. The expectation is that the student will speak to their instructor and to their academic advisor and seek additional support services. The student WILL NOT see your comments.

In Danger of Failing - Recommend Withdrawal from Course

Raise this flag when a student is at risk for failing the course with little chance of passing. The expectation is that the student will speak to their academic advisor about the impact of withdrawing from the course. The student WILL NOT see your comments.

Low Participation

Low or no participation; not prepared for class--not engaged. Expectation: Dean's office will evaluate. Instructor's comments will be shared with the Dean's Office but WILL NOT be shared with the student.

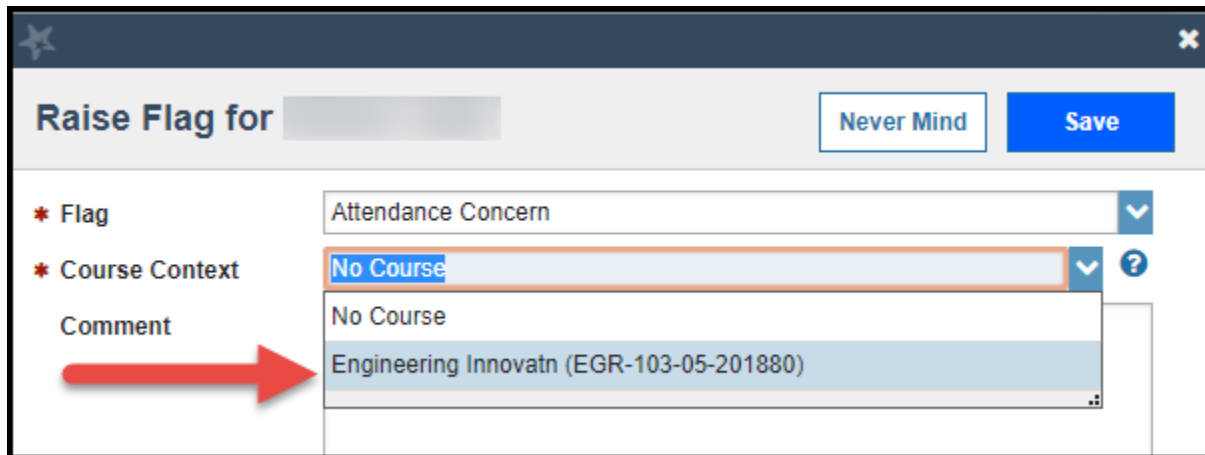
Low Quiz/Test Scores

Raise to inform student that their performance on tests or quizzes is not at the expected performance level. Expectation: Student will speak with instructor. An email will be sent to the student from the SSN Team. The instructor's comments will NOT be shared with the student.

Missing/Late/Incomplete Assignments

Raised to inform student that their performance on assignments is not at the expected performance level. Expectation: Student will speak to instructor. An email will be sent to the student from the SSN Team. The instructor's comments will NOT be shared with the student.

Select the course:



The screenshot shows a web form titled "Raise Flag for" with a search bar and two buttons: "Never Mind" and "Save". Below the title, there are three sections: "Flag", "Course Context", and "Comment". The "Flag" section has a dropdown menu with "Attendance Concern" selected. The "Course Context" section has a dropdown menu with "No Course" selected, and a red arrow points to the "Engineering Innovatn (EGR-103-05-201880)" option in the list. The "Comment" section is empty.

Flag	Course Context	Comment
Attendance Concern	No Course	
	Engineering Innovatn (EGR-103-05-201880)	

Add any comments. The flag will state whether or not the student can view your comments.

Click Save.