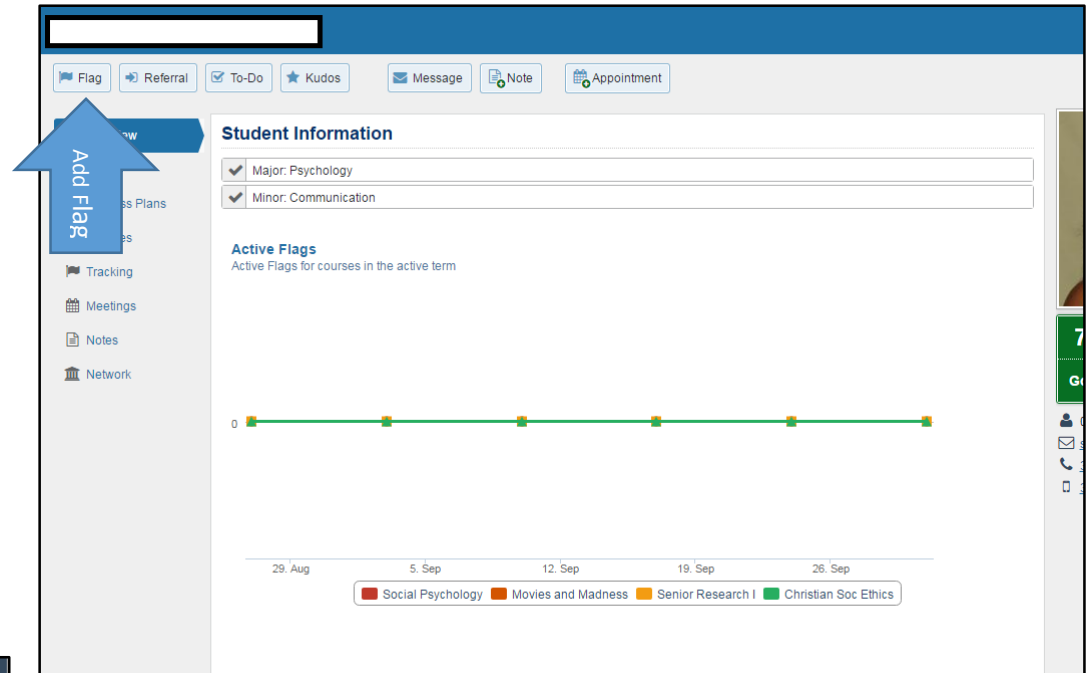


Raising Flags and Giving Kudos

To Raise A Flag:

1. Go to the student file, and click on the Add Flag button.
2. It will open a window for you to select your flag.



Raise Flag for Never Mind Save

* Flag

Course Context

Comment

Permissions: A tracking item must be selected to determine the sharing permissions

* Required fields Never Mind Save

3. Choose the Flag Type you would like to raise. A full list is available on the website under “Flag Descriptions and Notifications.”
4. If the flag is being raised for a particular course, indicate that in the Course Context drop-down.
5. Include any comments that would help another faculty or staff member as they provide support to the student.

6. Once you've chosen a flag, you will also see a light-blue shaded box at the bottom of the flag.

That box will tell you whether or not a student can view the flag. If the student can view the flag, they will also be able to view any notes you included in the comments section.

It also includes the permissions for others who can view this flag and the notes you include.

7. Once you have finished adding comments and are satisfied with this flag, click save.

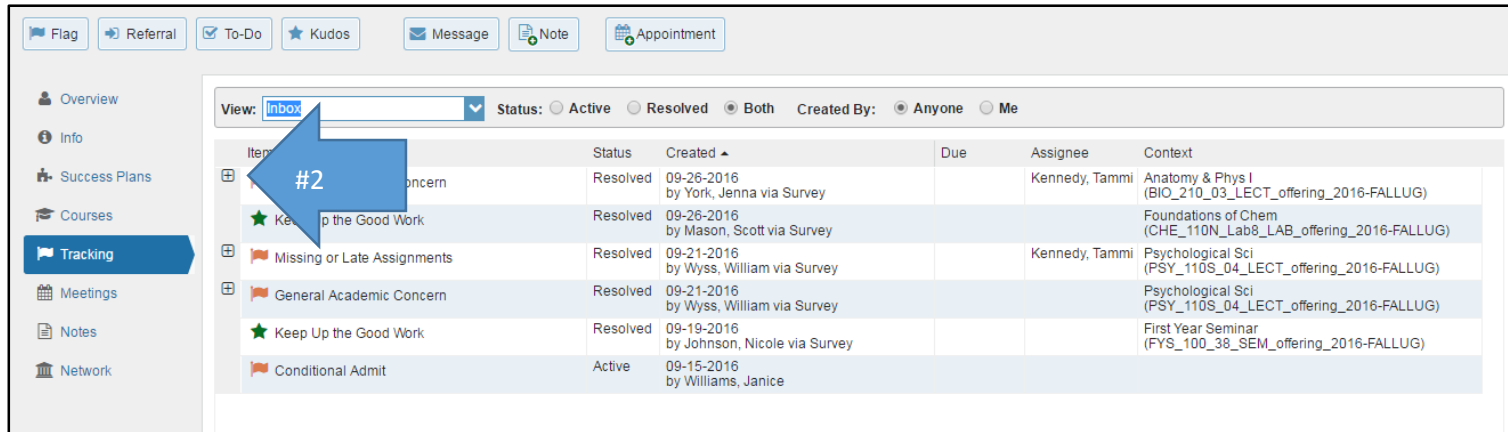
The screenshot shows a web form titled "Raise Flag for" with a search box. The form includes the following fields and options:

- Flag:** A dropdown menu with "Attendance Concern" selected.
- Course Context:** A dropdown menu with "No Course" selected.
- Assignee:** Radio buttons for "Unassigned" (selected), "Me", and "Other Provider".
- Comment:** A text area with the placeholder text "Add comments indicating why the Flag item is being created." A blue arrow labeled "#6" points to this section.
- Permissions:** A light-blue shaded box containing:
 - Student View:** "The student can view this item and the notes entered above."
 - Permissions:** "People with the following roles may be able to see this tracking item if they have a relationship with the student(s):"
 - Academic Advisor
 - Academic Affairs Leadership
 - Academic Support
 - Athletic Coach
 - Residence Life LeadershipA blue arrow labeled "#7" points to this list.

- Buttons:** "Never Mind" and "Save" buttons are located at the top right and bottom right of the form.
- Footer:** A red asterisk icon and the text "Required fields" are at the bottom left.

To Add Notes to a Raised Flag:

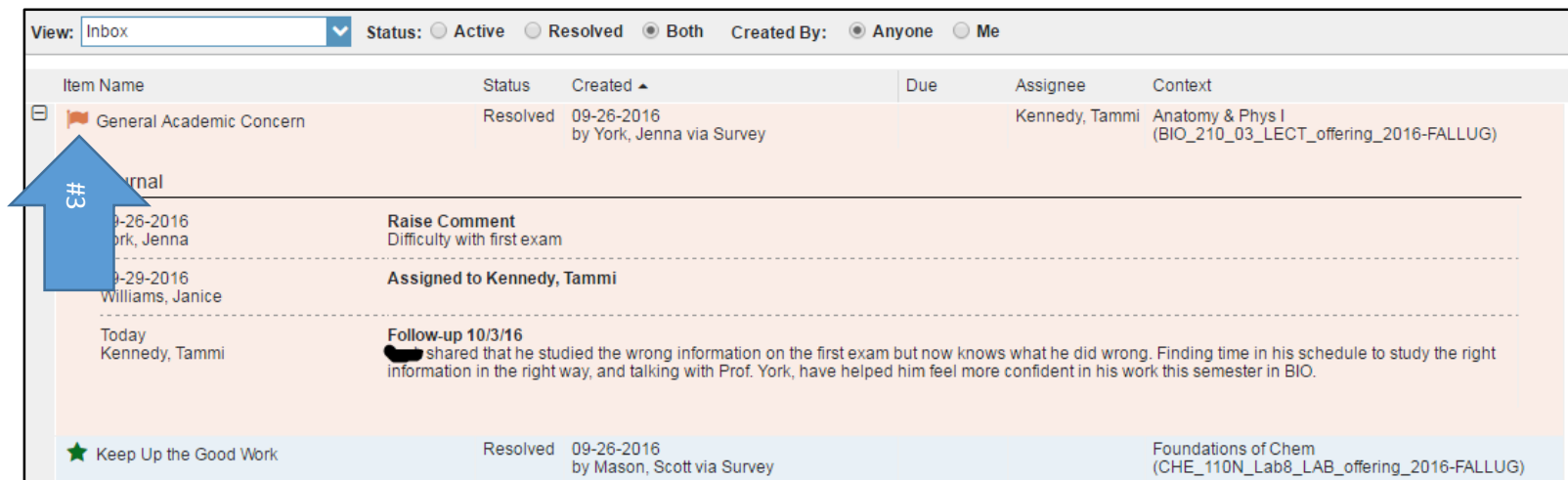
1. Once a flag has been raised, you can add comments as needed (as you gather information about that student or have updates about that particular issue).
2. To see the detailed comments on a flag, click the plus sign to expand it.



The screenshot shows a web interface for managing flags. At the top, there are buttons for 'Flag', 'Referral', 'To-Do', 'Kudos', 'Message', 'Note', and 'Appointment'. Below these are navigation links for 'Overview', 'Info', 'Success Plans', 'Courses', 'Tracking' (highlighted), 'Meetings', 'Notes', and 'Network'. The main area displays a table of flags with columns for 'Item', 'Status', 'Created', 'Due', 'Assignee', and 'Context'. A blue arrow labeled '#2' points to the 'General Academic Concern' flag.

Item	Status	Created	Due	Assignee	Context
General Academic Concern	Resolved	09-26-2016 by York, Jenna via Survey		Kennedy, Tammi	Anatomy & Phys I (BIO_210_03_LECT_offering_2016-FALLUG)
Keep Up the Good Work	Resolved	09-26-2016 by Mason, Scott via Survey			Foundations of Chem (CHE_110N_Lab8_LAB_offering_2016-FALLUG)
Missing or Late Assignments	Resolved	09-21-2016 by Wyss, William via Survey		Kennedy, Tammi	Psychological Sci (PSY_110S_04_LECT_offering_2016-FALLUG)
General Academic Concern	Resolved	09-21-2016 by Wyss, William via Survey			Psychological Sci (PSY_110S_04_LECT_offering_2016-FALLUG)
Keep Up the Good Work	Resolved	09-19-2016 by Johnson, Nicole via Survey			First Year Seminar (FYS_100_38_SEM_offering_2016-FALLUG)
Conditional Admit	Active	09-15-2016 by Williams, Janice			

3. To add a note to this flag, hover over the orange flag sign.



The screenshot shows the details of the 'General Academic Concern' flag. The interface includes a 'View' dropdown set to 'Inbox', status filters for 'Active', 'Resolved', and 'Both' (selected), and 'Created By' filters for 'Anyone' (selected) and 'Me'. The flag details are displayed in a table with columns for 'Item Name', 'Status', 'Created', 'Due', 'Assignee', and 'Context'. A blue arrow labeled '#3' points to the orange flag icon.

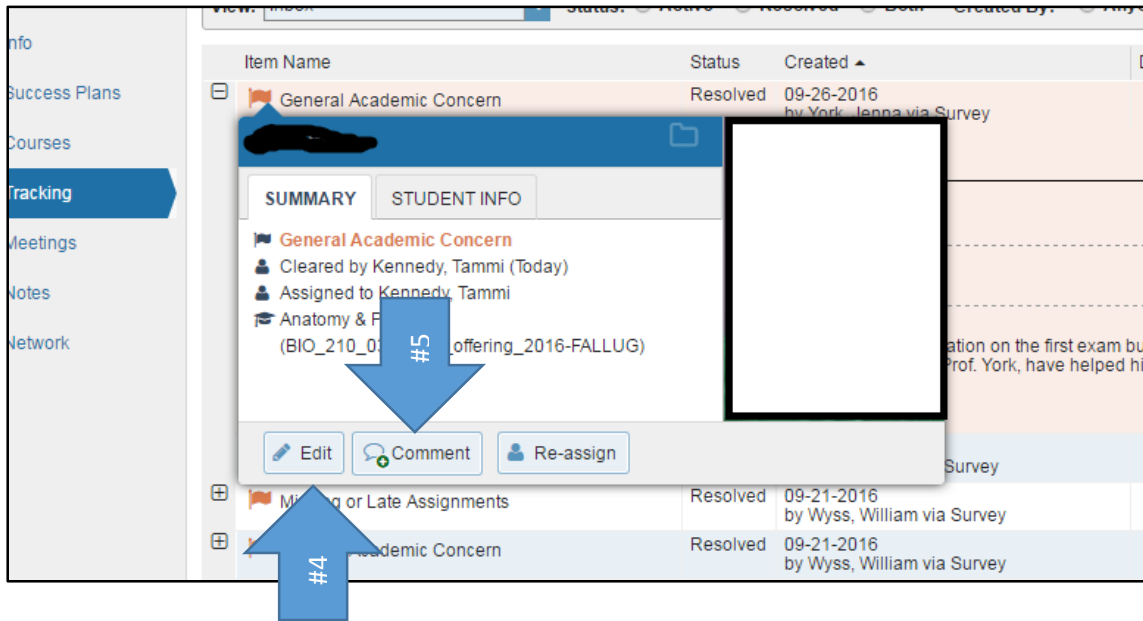
Item Name	Status	Created	Due	Assignee	Context
General Academic Concern	Resolved	09-26-2016 by York, Jenna via Survey		Kennedy, Tammi	Anatomy & Phys I (BIO_210_03_LECT_offering_2016-FALLUG)

Raise Comment
09-26-2016 by York, Jenna
Difficulty with first exam

Assigned to Kennedy, Tammi
09-29-2016 by Williams, Janice

Follow-up 10/3/16
Today by Kennedy, Tammi
[redacted] shared that he studied the wrong information on the first exam but now knows what he did wrong. Finding time in his schedule to study the right information in the right way, and talking with Prof. York, have helped him feel more confident in his work this semester in BIO.

Keep Up the Good Work	Resolved	09-26-2016 by Mason, Scott via Survey			Foundations of Chem (CHE_110N_Lab8_LAB_offering_2016-FALLUG)
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4. If you have created this flag, you can edit it using the “Edit” button.

5. If you want to add a comment, click the “Comment” button.

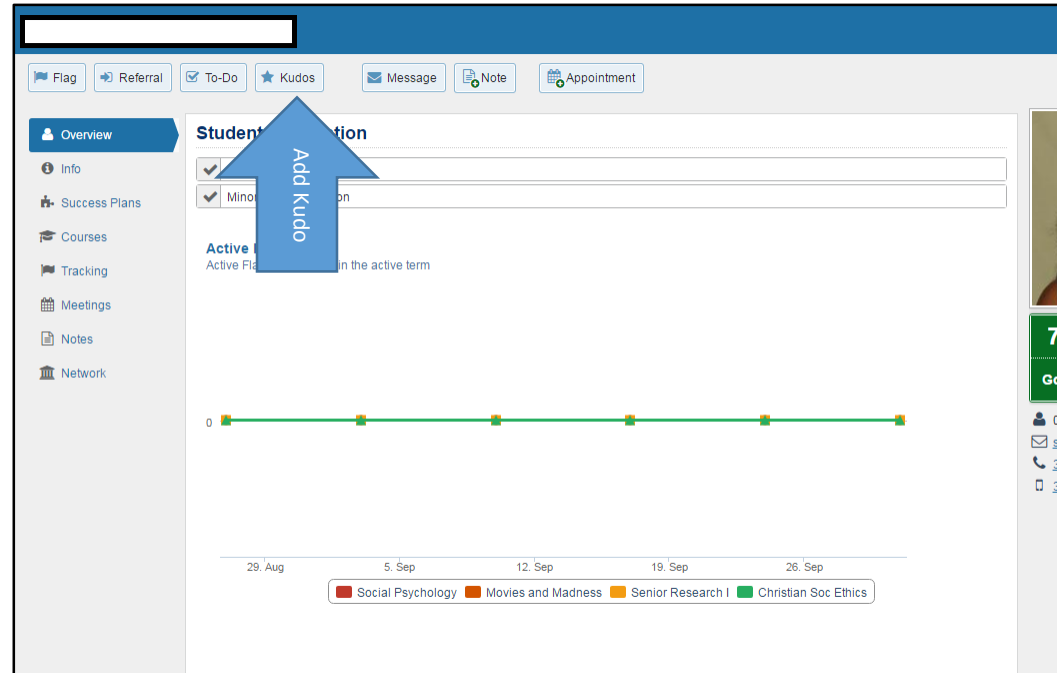
4. Once you click “Comment,” you can create a note.

5. You can choose to send a copy of the note to yourself, to the student, or to the flag raiser. The only way the student can view the note is if you send them a copy.

6. Once you are finished, click “Submit”

To Give a Kudo:

1. Go to the student file, and click on the Add Kudo button.
2. It will open a window for you to select your kudo.

A screenshot of a 'Create Kudos' form. At the top, it says 'Create Kudos for' followed by a text input field and two buttons: 'Never Mind' and 'Save'. Below this, there are three main sections: 'Kudos' with a dropdown menu, 'Course Context' with a dropdown menu labeled 'Select a Course...', and 'Comment' with a large text area containing the placeholder text 'Add comments indicating why the Kudos item is being created.' At the bottom, there is a permissions notice: 'Permissions: A tracking item must be selected to determine the sharing permissions' and another set of 'Never Mind' and 'Save' buttons. A legend at the bottom left indicates '* Required fields'.

3. Choose the Kudo you would like to give. A full list is available on the website under "Kudo Descriptions and Notifications."
4. If the kudo is being raised for a particular course, indicate that in the Course Context drop-down.
5. Include any comments that you would like to add.

6. Once you've chosen a kudo, you will also see a light-blue shaded box at the bottom of the flag.

Students can always view kudos, and are always emailed upon receiving them. They can also view any notes you included in the comments section when you raised the flag.

This box also shows you who else can view the flag and any included comments.

7. Once you have finished adding comments and are satisfied with this flag, click save.

The screenshot shows a web form titled "Create Kudos for" with a redacted name field. The form includes several sections: a "Kudos" dropdown menu with "Kudos to You!" selected; a "Course Context" dropdown menu with "No Course" selected; a "Comment" text area with the placeholder text "Add comments indicating why the Kudos item is being created."; a light-blue shaded box containing "Student View" and "Permissions" information; and a footer with a "Required fields" indicator and "Never Mind" and "Save" buttons.

Create Kudos for [Redacted] **Never Mind** **Save**

* Kudos: Kudos to You!

Course Context: No Course

Comment: Add comments indicating why the Kudos item is being created.

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

Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- Student Affairs Leadership
- Residence Life Leadership
- Student Services Support
- Student Affairs Staff
- Counseling Services Provider/ADWE Provider

[More...](#)

* Required fields **Never Mind** **Save**