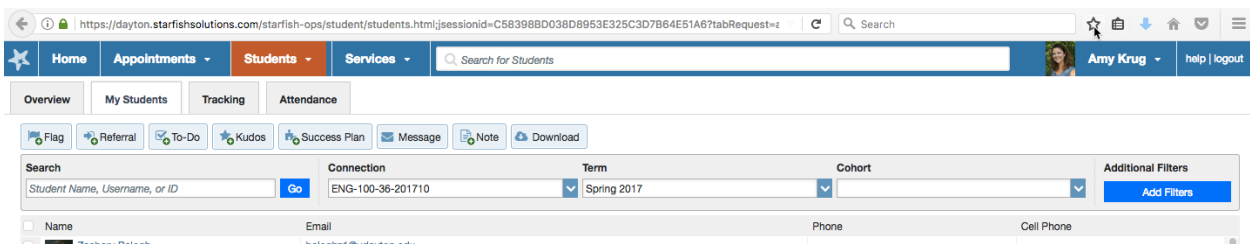


How to: Raise a Flag for One of Your Students

When you have a concern with 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.

1. Click on the “**My Students**” navigation item to see your list of students.

To narrow down the list of students you see, you can select the appropriate section under the “**Connection**” drop down list, or you can find the desired student by typing their name into the “**Search**” box.

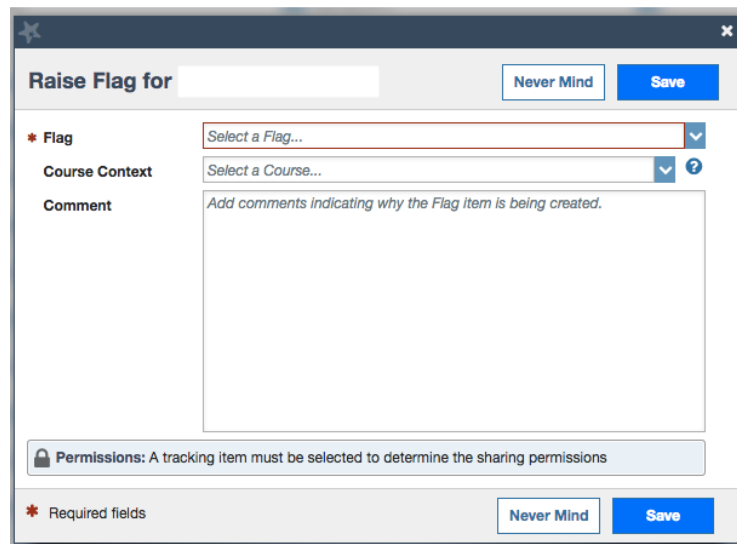


2. Click on the box next to the student’s name to select the student.

3. Select the “**Flag**” button at the top to bring up the flag screen. A list of flags that you have permission to raise on this student is displayed.

4. Select the desired flag from the list.

Once a flag is selected, the gray box at the bottom of the flag screen will display permissions and access pertaining to that flag. It will indicate if a student can view the flag when it is raised, and who else may be able to see the flag when it is saved.



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.