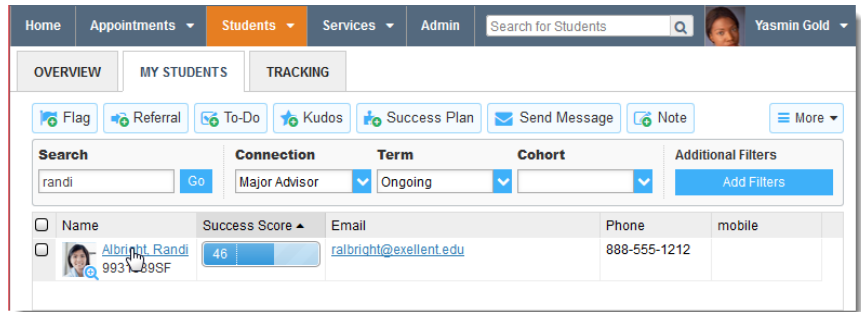


# Clear a Flag, Referral, To-Do or Kudo for a student

When a student has fulfilled a tracking item or it is no longer valid, you can resolve or clear the item.

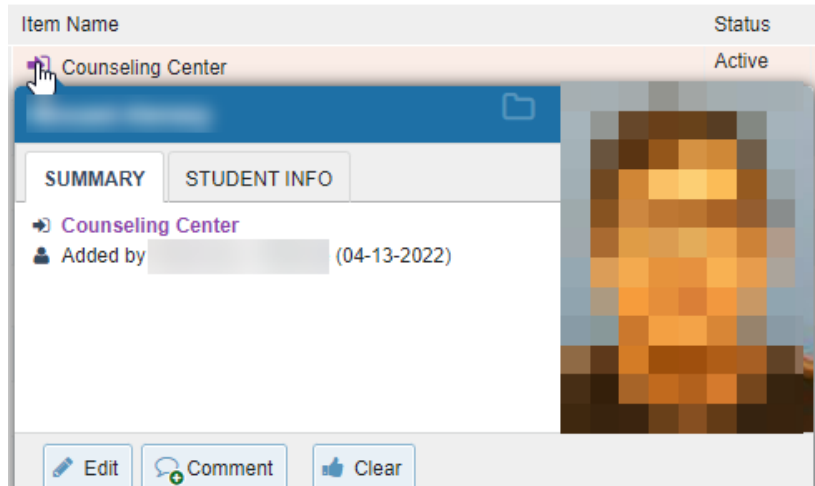
1. Click on the **Students** navigation item to see your list of students.
2. Find the desired student by typing the name into the **Search** box.
3. Click on the student's name to bring up the **Student Folder**.
4. Click on **Tracking** from the left-hand menu to see all of the student's tracking items.



View:  Status:  Active  Resolved  Both Created By:  Anyone  Me

Item Name	Status	Created	Due	Assignee	Context
Counseling Center	Active	04-13-2022			
Multiple Flags	Resolved				Student has 6 or more active flags in the system.
ACTION REQUIRED due to Concern of Falling Course	Resolved				MKT-480-0002 (SP2022-MKT-480-13095)
Review Transfer Course for UMKC Course Equivalency	Resolved				
ACTION REQUIRED: Graduation Missing Course Requirements (Not Enrolled in Final Term) ; Pre-Final Term Audit	Resolved				
Administrative Drop Process Completed	Resolved				
Administrative Drop imminent due to lack of attendance	Resolved				
Administrative - I have missed you in class.	Resolved				MKT-418-0001 (SP2022-MKT-418-11932)
Application for Graduation Major Review Requested Fall 2022	Resolved				Attributes Filed Application for Graduation: Fall 2022, Academic Career: UGRD (No Term Associated w/ Flag)
Application for Graduation Major Review Requested	Resolved				Attributes Filed Application for Graduation: ASSIGNED (No Term Associated w/ Flag)
Application for Graduation Minor Review Requested	Resolved				Attributes Filed Application for Graduation: ASSIGNED (No Term Associated w/ Flag)
SEMESTER START FEEDBACK: Step up strategies for College-level writing, reading, and study	Resolved				ANCH-102-0001 (SP2020 ANCH.102.0001.15927.CNVS)
*Instructor Feedback: With a bit more preparation each week, I believe your class performance will improve!	Resolved				DISC-100-0007 (SP2020.DISC.100.0007.17323.CNVS)

5. When you hover over the tracking item name, a summary box opens. Click **Clear**, enter comments as to why the item is being cleared and hit **Submit**.



Note – you can also click on Tracking navigation to see all students with active tracking items you have access to view or manage. Once you find the student/tracking item, follow step 5.