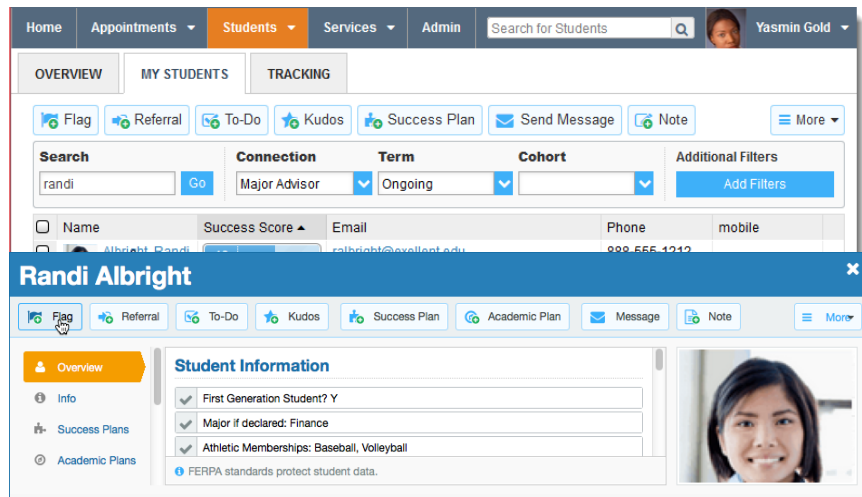


Raise a Flag, Referral, To-Do or Kudo for a student

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.

Likewise, if you want to praise a student or bring good academic behaviors to their attention, raise a Kudo. Flags, Referrals, To-Do's and Kudo's are referred to as **Tracking Items**.

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 the appropriate button to raise a tracking item.



A list of items that you have permission to raise on this student is displayed.

5. Select the desired **Tracking Item** from the list.
6. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box.
7. 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.

