

## Raise a Flag on a student (Retention Alert replacement)

When you have a concern with a particular student you may want to raise a flag to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

1. Click on the **Students** navigation item to see a 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 **Flag** button.

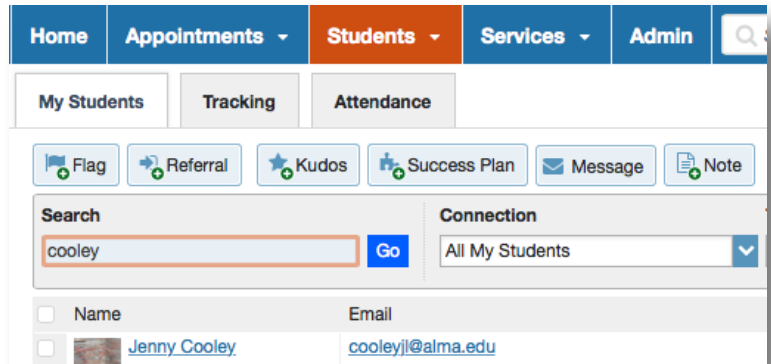
A list of flags that you have permission to raise on this student is displayed.

5. Select the desired **Flag** 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.

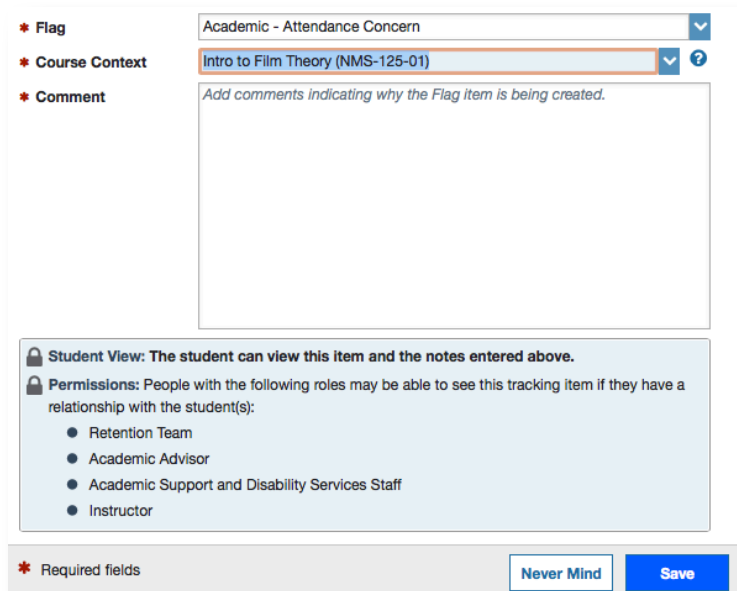
### Notes:

**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.



Name	Email
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\* Flag: Academic - Attendance Concern

\* Course Context: Intro to Film Theory (NMS-125-01)

\* Comment: Add comments indicating why the Flag 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):

- Retention Team
- Academic Advisor
- Academic Support and Disability Services Staff
- Instructor

\* Required fields

Never Mind Save