



Raising and Filtering Flags

Raising and filtering flags for your students, including health and Covid related flags for students who self-report absences of a week or more.

Raising flags is important for the university to track student concerns and behavior. There are a number of flags available for a variety of situations. For the 20-21 academic year we've created a new flag that allows us to track students who may be out for a class for a week or more due to quarantine, isolation, or other Covid and health related issues: **"Student reported they will be out for a week or more of classes"**

Helpful information about this flag includes:

- The flag can be raised by any faculty or staff member on campus.
- The student is notified that the flag has been raised.
- A student can also raise a similar flag for themselves.
- The flag can be viewed by instructors (once the term begins), advisors, The Student Success Center, Residential Life, Wellness and other key areas.
- Instructors may be notified even if they had the student in class during the prior semester, because instructors continue to have access to students for some time after the term ends to complete any necessary documentation.
- If the flag has been raised once for a student, it is not necessary to raise another one, although, instructors and advisors are encouraged to make notes as needed about the student in NW Success 360.
- As with all flags, it can be resolved once the student is back on campus.
- Students are still expected to contact faculty individually when possible and are responsible for coursework.

Raising Flags

From a student's 360 screen, you can click the Flag button for a number of options.

The flags you have permission to see may be found under *tracking*. You may add notes to them by hovering over the flag icons

The screenshot shows a web interface for raising flags. At the top, there are navigation buttons: Flag, Referral, To-Do, Kudos, Message, Note, Appointment, File, and Intake. Below these is a sidebar with menu items: Overview, Info, Success Plans, Academic Plans, Courses, Tracking (highlighted), Meetings, Notes, and Network. The main content area is titled 'Raise Flag for Bobby Bearcat' and contains a dropdown menu for selecting a flag. The dropdown menu is open, showing several options, each with a red asterisk and the text '* Disclosable under FERPA'. The selected option is 'Student reported that they will be absent for a week or more of classes (Student Notified)'. Below the dropdown, there is a 'Comment' field and a 'Save' button. At the bottom, there are 'Permissions: A tracking' and 'Required fields' sections.

Use the drop down menu to choose the flag you need, provide additional information, as you are able, and choose *save*.

Filtering Flags

1. Go to your **Student** screen from the drop down menu
2. Choose the **Tracking** tab
3. Click the **Add Filters** button

The screenshot shows the Success Center interface. On the left, a user profile for Leslie Abarr-Cuenca is visible. Below it, a navigation menu is open, with the 'Appointments' option circled in green and labeled with a '1'. In the main content area, the 'TRACKING' tab is selected and circled in green, labeled with a '2'. To the right, there are buttons for 'Kudos', 'Success Plan', 'Send Message', and 'Download'. Below these, there are dropdown menus for 'Connection' (set to 'All My Students') and 'Cohort'. An 'Additional Filters' button is circled in green and labeled with a '3'. The interface also shows a search bar at the top right and a table with columns for 'Status', 'Created', 'Assigned', and 'Due'.

In the pop-up box, choose the type of tracking item you would like to filter by, such as **Flags**.

The screenshot shows the 'Additional Filters' pop-up box. It has a title bar with 'Clear All Filters', 'Never Mind', and 'Submit' buttons. On the left, there is a sidebar with 'Tracking Items' selected. The main area is titled 'Students with Tracking Items' and contains several filter options: 'Status' (radio buttons for Active, Resolved, Both), 'Tracking Type' (a dropdown menu with 'Flag' selected), 'Closure Reason' (checkboxes for Flag, Kudos, Referral, To-Do), 'Item Name', 'Created By', 'Assigned To' (radio buttons for All assigned and unassigned, Unassigned, Me, User, Role), 'Course Context', 'Due Date', and 'Creation Date' (with 'Start' and 'End' date pickers).

Additional Filters Clear All Filters Never Mind Submit

Tracking Items ✓

Students with Tracking Items

Status Active Resolved Both

Tracking Type ?

Closure Reason

Item Name ?

Created By

Assigned To

Course Context

Due Date

Creation Date

Primary duty: Student will be out one or more ac...

Missed Tutoring Appointment (student notified)

Missing/Late Assignments (student notified)

Probation after First Term

Schedule change may be required (Student Noti...

Student has Financial Concerns (not visible to stu...

Student has withdrawn for the current semester

Student reported that they will be absent for a w...

Student transitioning to a completion program n...

Student would like to transition to online, Fall 20 ...

Teacher candidate demonstrates positive and pr...

Teacher Ed Disposition Concern (not visible to st...

Transcript Needed (Student Notified)

* Required fields Clear All Filters Never Mind Submit

Choose the flags you want to filter by and click submit.

Northwest Success 360 Search for Students

MY STUDENTS TRACKING INTAKE

Resolve Comment Assign Flag Referral To-Do Kudos Success Plan Send Message Download

Student View Connection Cohort Additional Filters Edit Filters ✕

- All My Students
- Instructor
- NW Academic Advisor
- NW Professional Advisor
- NW Retention Coordinator
- NW Secondary Advisor
- NW Service Provider - Basic
- ACADEMIC SUCCESS COACHING
- INCO-77150-22-201910

No ite

Choose the class or connection for the students you wish to view.