Adding a Comment/Note to a Flag

Option 1:
1. Use the Navigation menu to go to Students
2. Click on the Tracking Tab
3. Select the Flag or other Tracking Item you want to comment on
4. Click on Comment to show Create Note
5. Enter your Notes
6. Indicate if you want to email a copy of the Note to yourself, the student or back to the person that raised the Flag (recommended to keep them updated!)
Hit Submit!

Option 2:
On any page
1. Hover over the Flag to bring up the Flag window
2. Click Comment