Prioritizing students for outreach and intervention

Where should I start?

Use the Menu Bar to go to the Student Page

1) Check your Connection!

If you are an Academic Advisor and want to look at your advisees, then make sure your Connection says: Academic Advisor, or select to correct connection from the dropdown menu.

2) Prioritize students with Critical Action or Action Flags

**Critical Action and Action Flags**

- 6 Flag Warning
- Attendance Problem—Never Attended
- No Course Log in in 15 Days
- No Course Log in in the First 3 days
- Immediate Action Needed on Course Performance

**Student Raised: I need help with. . . Flags**

- 3 Flag Warning
- No Course Log in in 10 days
- Not Registered for Next Term
- Attendance Problem—Stopped Attending
- Consider Dropping Course
- Currently Failing Course
- Currently not meeting OMSAR Scholarship requirements
- NSS—Engagement Challenges

*You can filter for just these Flags by using Additional Filters and clicking on Add Filters.*
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Use Additional Filters to help prioritize students

1) Under Tracking Items, click on the drop down arrow to get a list of available Flags.

2) Check the boxes of the Flags you want to see—like the Critical Action and Action Flags listed above.

3) Then click Submit and you will see students with the Flags you have indicated.

3) If you are outreaching to student—please Assign the Flags to yourself so others will know

- Click on the box in front of the student’s name.
- Then click Assign.
- Check Me
- Then Assign

4) No students with Critical Action or Action Flags?

- Look for other Flags of concern

  Academic Performance Concern
  Attendance Problems: Tardiness or Absences
  Prevent Success
  Missing Assignments

  Needs Improvement: C-/D level Coursework
  Non-Academic Concern