Raising a Flag/Kudo

You can raise a Flag/Kudo or To Do from many locations within MyOHIO Success Network:

- On the Students Page
- By hovering on the student’s name on any page
- By clicking on the student’s name to enter their profile pages

**From the Students page:**
1. Click Students in Navigation Menu
2. The My Students Tab allows you to see all of your students
3. Click the Select Box in front of the student’s (or students’ if you want to raise an item on more than one student at a time)
4. Pick the item you want to raise
   - Flag
   - To-Do
   - Kudos
5. Click on the dropdown arrow to browse for available Flags
6. Click on the Flag (Kudo or To Do) that you wish to raise on the student(s)
7. If the flag is for a course, select it from the drop down menu

**Option 2:**

**On any page**
1. Hover over the student’s name to bring up the student window.
2. Click on the item you want to raise
3. Follow steps 5-8 above.