Resolving/Clearing a Flag

Option 1:
1. Click on the Navigation Menu and select Students
2. Tracking Tab
3. Select the Flag or other Tracking Item you want to clear.
4. Click on Resolve to show the Clear Window
5. Select a reason for clearing the Flag—positive outcome—the student has a plan or for a negative outcome—the student did not respond to outreach attempts.
6. Add a comment if necessary to explain the plan or your outreach attempts.
7. Copy your comments to the Close the Loop box—these comments will get emailed back to the flag raiser so they know that you intervened & what the plan is.
8. Hit Submit!

Option 2:
On any page
1. Hover over the Flag to bring up the Flag window.
2. Click the Clear Button.
3. Follow steps 5-8 above.