Searching for Students with Tracking Items (Flags, Kudos, or To Dos)

1. Open the menu and select Students
2. Click on the Tracking Tab
3. Choose your Connection (Academic Advisor, etc.)
4. Under Additional Filters—click Add Filters

- Status lets you see active, resolved or all tracking items (Flags, Kudos, etc.)
- Use Tracking Type to search for all Flags, Kudos, etc.
- Use Item Name to search for the specific Flag, Kudo or other by name

Don’t forget a Filter is on! Click the X to remove all filters

Click Submit to apply filter