Prioritizing students for outreach and intervention

Where should I start?

The best place is the Students page, the Tracking Tab
(this is where all active flags, kudos, To Dos, and Referrals would be shown).

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 pick it from the dropdown menu.

2) Prioritize students with Critical Action or Action Flags

Action Flags and Critical Action Flags

- 6 Flag Warning
- 3 Flag Warning
- Attendance Problem—Never Attended
- Attendance Problem—Stopped Attending
- Consider Dropping Course
- Currently Failing Course
- Immediate Action Needed on Course
- Performance
- Student Raised: I need help with. . .Flags

*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