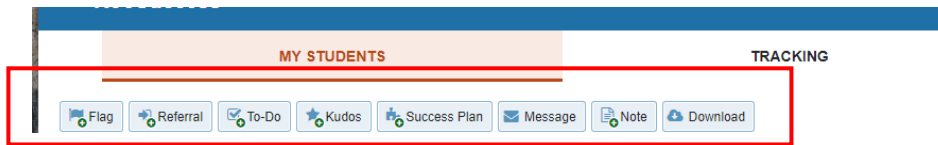# *ROOSUCCESS: KUDOS, REFERRALS, TO-DO, NOTES*
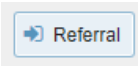
Link to RooSuccess

Kudos

We now also have the ability to tell a student that they are doing everything right!

Referrals:

Concern for a student's well-being will send a request for a well-check to the Counseling Center
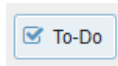
    This is just between you and the Counseling Center – no notification to student

A Tutoring Referral is a notice to the student that you are recommending they go to tutoring.

    This is a way for the student and others in the student's network to see your referral.
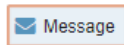
A Career Services Referral will notify the student and Career Services that the student should do some additional exploration of their goals.

To-Do:

These are set up for outside of class items - advisors can send a student a "To-Do" to make an appointment or change their major.

Message:

Sends an email message to student (similar to private messages in social media – no one else can access these.

Note:

Makes a Note in RooSuccess that others in the student's network can also see. You can choose to ALSO send this out via email by checking the boxes for "Send copy of note to yourself" and/or "Send copy of note to student. Document student meetings or conversations.

See "**Follow Up on a Flag**" for notes on who has intervened with the student on behalf of the instructor to address the issue.

This is a communication tool that helps us help the student.

We also have System Flags – flags that will go up automatically. There are currently three of these:

- **Academic Recovery** This flag will stay up for the whole semester that the student is on Academic Recovery and help you quickly identify who your AR students are. Use Add Filters to filter for just your AR students if needed

- **Mid Term Alert** this flag will come up for any student that has a D or an F as a mid-term grade. It is possible for students to get one of these for every class, so once you filter for this flag, it is wise to sort by student name to see the list. While mid-term grades cannot be changed, the instructor can choose to bring this automatic flag down manually if the grade has improved.

- **Not Registered for Next Semester** this flag will come up 10 days after the first day the student can register for classes. Students who have applied for graduation are excluded. The flag will come down automatically if the student schedules classes and can be brought down manually if the advisor finds that the student is not planning to return.

Jump to: See Your Students | Raise A Flag |Complete a Progress Survey | See Flags raised on your students |Attendance | Kudos, System Flags, Referrals and To-Do's