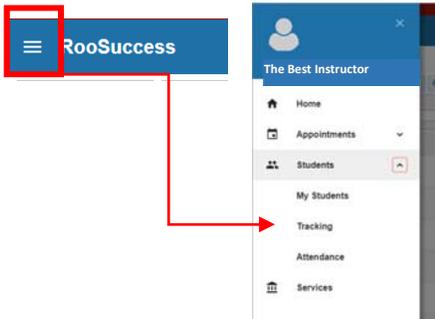


ROOSUCCESS – HOW TO SEE FLAGS RAISED ON YOUR STUDENTS

[Link to RooSuccess](#)

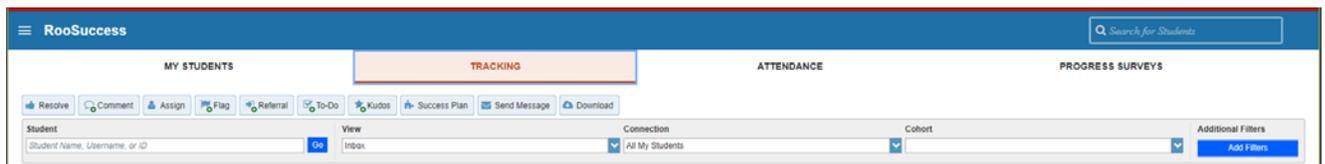
Go to the “hamburger” menu and choose either Home or Tracking:



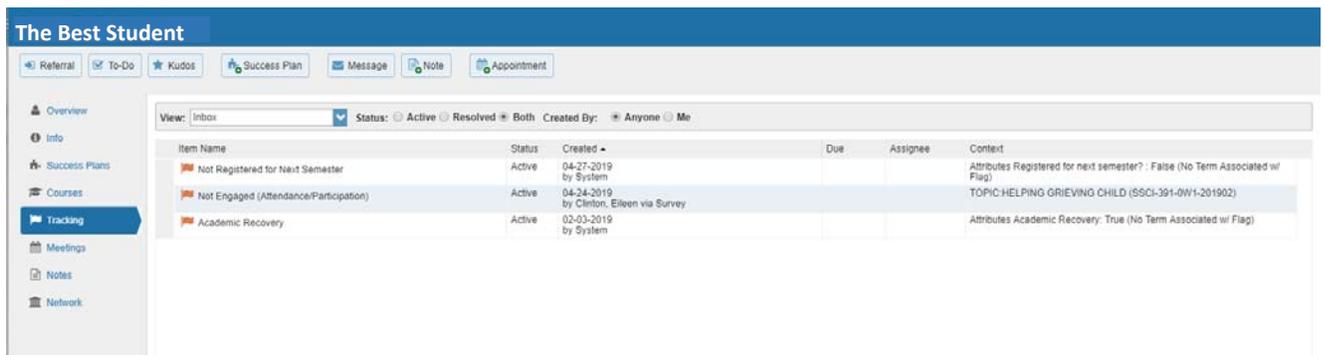
Your **HOME** screen will show a list of recent flags. You can adjust the length of time that Flags stay listed here. Hover over student name for more details or to open the student folder

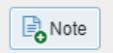


Or click Students and then on the Tracking tab to see a list of your students that have flags raised on them:



To see details on a particular student, rollover or click on a student name to open the “folder”, then go to Tracking. See Notes for notes made by others in the students network.



- If you have a conversation with the student about the flag, **use the  to add a “Follow-Up on Flag” Note Type.** This will document your conversation for others in the student’s network. Selecting the boxes for “Send copy...” will also generate an email.

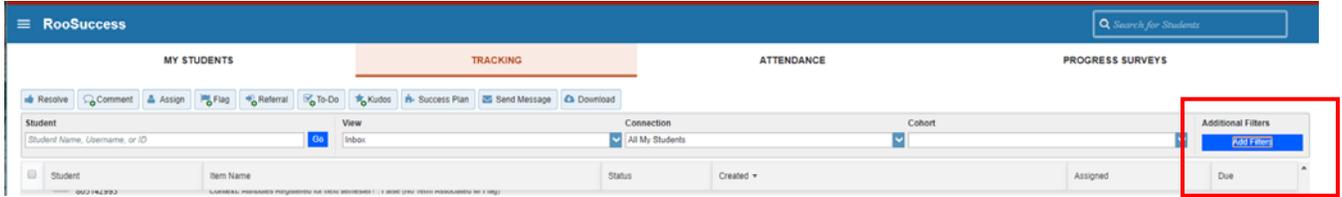
Depending on your role and connection to the student, you might have access to comment on or clear a flag. Rollover the flag to see. Comments made in this way are not visible to the student’s team. Clear the flag if the issue has been addressed, it does not necessarily have to mean that the issue is completely resolved.

Some examples of when it makes sense to clear a flag:

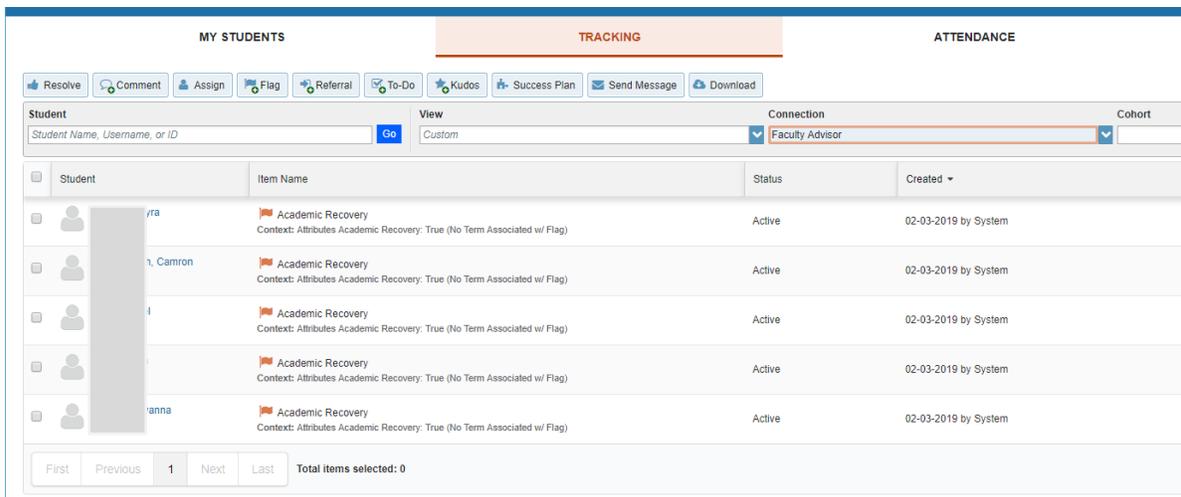
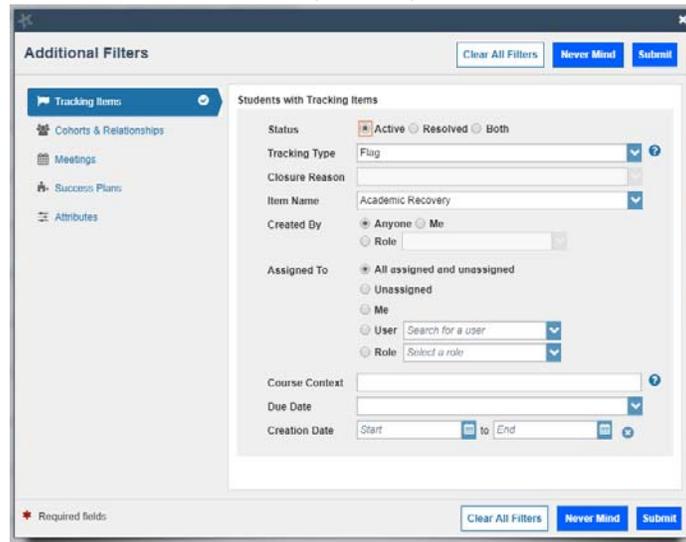
- The instructor who raised the flag can clear it if the initial reason for raising the flag is addressed (late work is turned in, student brings overall grade up to passing, etc.)
- A faculty advisor or secondary advisor (EOP, TRiO, Adv. Ctr) can clear a flag if the issue is addressed and/or they make a plan with the student for how to address the problem.
- Clearing a flag does not make it disappear, you can still see those flags in the student folder. But it does let others know that this one is addressed and allows them to focus on the other students in their lists.
- You can make a comment as part of clearing the flag, there is no need to comment and then clear.

Some flags are “System” flags – that means that some attribute on the student record brings the flag up automatically.

- **Flag for 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:



Choose the Tracking Type and then the Item Name to pull out just the Academic Recovery students



- **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.

The screenshot shows the RooSuccess interface with the 'TRACKING' tab selected. The main content area displays a table of flags. The table has columns for 'Student', 'Item Name', 'Status', 'Created', and 'Assigned'. The 'Item Name' column contains the text 'Not Registered for Next Semester' with a red flag icon. Below this, there is a context menu with the text 'Context: Attributes Registered for next semester? : False (No Term Associated w/ Flag)'. The 'Status' column shows 'Active' and the 'Created' column shows dates like '04-27-2019 by System' and '04-29-2019 by System'. At the bottom of the table, there are navigation buttons: 'First', 'Previous', '1', 'Next', 'Last', and a status indicator 'Total items selected: 0'.

Click on the column title to sort by that column (for example, by student name or date created) :

| Student | Item Name | Status | Created |
|---------|-----------|--------|---------|
|---------|-----------|--------|---------|

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](#)