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

| Rece | ent Changes | | | - |
|----------|---------------|--|--------------------------|---|
| Show | All Activity | ✓ | Changed in Past 24 hours | ~ |
| 1 | Raised Flag: | Consider withdrawal: Today | | |
| | Cleared Flag: | L: Not Registered for Next Semester: Today | | |
| - | Cleared Flag: | Not Registered for Next Semester: Today | | |
| | Cleared Flag: | (arel: Not Registered for Next Semester: Today | | |
| P | Cleared Flag: | 1: Not Registered for Next Semester: Today | | |

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

| ≡ RooSuccess | Q Search for Students | | |
|--|--|-----------------|--------------------|
| MY STUDENTS | TRACKING | ATTENDANCE | PROGRESS SURVEYS |
| 🔹 Resolve 🕞 Comment 🎄 Assign 🎽 Flag 👘 Referral 🖓 To-Do | 🏂 Kudos 💼 Success Plan 🔤 Send Message 🗅 Download | | |
| Student Vi | iew Co | nnection Cohort | Additional Filters |
| Student Name, Username, or ID Go | nbax 💟 Al | My Students | Add Filters |

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.

| Referral STO-Do | 🛣 Kudos 🔥 Success Plan 🔤 Messa | ge Ronote Appointment | | | | | | | | | |
|-----------------|---|-----------------------|---|-----|----------|--|--|--|--|--|--|
| A Overview | View: Inbox Status: O Active O Resolved Both Created By: B Anyone O Me | | | | | | | | | | |
| O Info | Item Name | Status | Created - | Due | Assignee | Context | | | | | |
| - Success Plans | Mot Registered for Next Semester | Active | 04-27-2019 by System | | | Attributes Registered for next semester? : False (No Term Associated Flag) | | | | | |
| Courses | Mot Engaged (Attendance/Participation) | Active | 04-24-2019 by Clinton, Elicen via Survey | | | TOPIC:HELPING GRIEVING CHILD (SSCI-391-0W1-201902) | | | | | |
| Tracking | Academic Recovery | Active | 02-03-2019 by System | | | Attributes Academic Recovery: True (No Term Associated w/ Flag) | | | | | |
| Meetings | | | | | | | | | | | |
| Notes | | | | | | | | | | | |
| T Nobersk | | | | | | | | | | | |

- If you have a conversation with the student about the flag, use the

to add a "Follow-Up on

Note

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.

| Cleared - | | Due | Assignee |
|------------------------------|--|--------------------|-----------------|
| ķ. | | | × |
| Create Note | 9 | Never Mind | Submit |
| * Note Type | Follow-Up on Flag | | ~ |
| * Date | 05-06-2019 | | m |
| Subject | | | |
| * Note | I talked to about the flag raised in | on . The discussio | 1 Was . |
| | | | |
| | | | |
| | | | |
| | Send copy of note to yoursel | f | |
| | Send copy of note to student | | |
| * Note Sharing | Shared OPrivate | | |
| ERPA Notic | e: This note is not disclosable under | FERPA | |
| A Note Permis | sions: People with the following role | s may be able to s | ee this note if |
| Liney have a l | elationship with the student(s). mic Dean | | |
| Acade | mic Recovery Administrator | | |
| Acade | mic Success coaches | | |
| Acade | mic Support | | |
| Athletic | c coach | | |
| More | | | |
| | | | |
| * Required fields | | Never Mind | Submit |

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.

| A Info | | | | | | | |
|---------------|--|------------|---------------------------------|--------|----------|---|----------|
| | Item Name | Status | Created + | Due | Assignee | Context | |
| Success Plans | Not Engaged (Attitude/Behavior | Active | Today hy Sharpe, Erica via ! | Runvey | | INTRODUCTION TO MUSIC (MUSC- 101-2W1-201902) | |
| Courses | A Great Student | | | | | | |
| 🍽 Tracking | SUMMARY STUDENT INFO | | | | | | |
| Meetings | Not Engaged (Attitude/Behavi |)) (10 | | | | | |
| Notes | Raised by INTRODUCTION TO MUSIC (M | USC-101-2V | /1- | | | | 4 |
| Metwork | 201902) | | | | | | <u>∠</u> |
| | | | | | | | 0 |
| | | | | _ | | | |
| | 🖌 Edit 🖓 Comment 🖬 | 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:

| MY STUDENTS | TRACKING | ATTENDANCE | PROGRESS SURVEYS | | | | | | | |
|--|--|-----------------|------------------|--------------------|--|--|--|--|--|--|
| 🔹 Resolve 🕞 Comment 🔷 Assign 🏷 Flag 🗞 Referral | 📩 Kudos 📩 Success Plan 🛛 🖬 Send Message 🛆 Download | _ | | | | | | | | |
| Student Vie | w i | Connection | Cohort | Additional Filters | | | | | | |
| Student Name, Username, or ID Go Ini | bax 🗹 | All My Students | | Add Filters | | | | | | |
| Student Item Name | Statu | us Created - | Assigned | Due | | | | | | |

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

| | | | | Clear All Filters | lever Mind Subr | |
|------------------------------------|-----------------------------|---|----------|-------------------|-----------------|--|
| Tracking llems | Students with Tracking | Items | | | | |
| Cohorts & Relationships | Status Tracking Type | Flag | ⊖ Res | olved 💮 Both | 0 | |
| Success Plans | Closure Reason Item Name | Academie | Recove | 0 | v | |
| ± Attributes | Created By | Anyone Me Role | | | | |
| | Assigned To | All as Unas: Me | | | | |
| | | 🔘 User | Search | for a user 🛛 🔽 | | |
| | | Role | Select a | i role 🖌 🗸 | | |
| | Course Context | | | | 0 | |
| | Due Date | | | | ~ | |
| | Creation Date | Start | | to End | 0 | |
| | | | | | | |

| MY STUDENTS | | | | | | | | | TRACKING | | ATTENDANCE | | | |
|-------------|-------------------|---------------|---------------|-------------|-------------------------------------|--------------------|------------------|---------------------|---------------------------|----------|-----------------|----------------------|----------|--|
| | Resolv | re 🔓 Comn | ient 🚨 Assign | Flag Flag | Referral | To-Do | Kudos | t- Success Plan | Success Plan Send Message | | | | | |
| S | udent | | | | | | View | | | С | Connection | | Cohort | |
| 5 | tudent I | lame, Usernam | e, or ID | | | Go | Custom | | | <u> </u> | Faculty Advisor | | ~ | |
| 6 | Student Item Name | | | | | | | | State | us | Created - | | | |
| 0 | | | уга | Contex | ademic Recove t: Attributes Acad | ry emic Recover | y: True (No Term | Associated w/ Flag) | | Activ | /e | 02-03-2019 by System | | |
| 0 | | 6 | n, Camron | Contex | ademic Recove t: Attributes Acad | ry emic Recover | y: True (No Term | Associated w/ Flag) | | Activ | /e | 02-03-2019 by System | | |
| 0 | | 3 | 4 | P Ac Contex | ademic Recove t: Attributes Acad | ry emic Recover | y: True (No Term | Associated w/ Flag) | | Activ | re | 02-03-2019 by System | | |
| 0 | | 3 | | P Ac Contex | ademic Recove t: Attributes Acad | ry emic Recover | y: True (No Term | Associated w/ Flag) | | Activ | /e | 02-03-2019 by System | | |
| 0 | | | 'anna | Contex | ademic Recove t: Attributes Acad | ry emic Recover | y: True (No Term | Associated w/ Flag) | | Activ | re | 02-03-2019 by System | | |
| | First | | 1 Next | Last | Total items s | elected: 0 | | | | | | | | |

- **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.

| | MY STUDENTS | | | | | | TRACKING | | | ATTENDANCE | | PROGRESS | |
|-------------|---------------|------------|----------------|--|------------------------------|-------------------------|---|----------------|-------------------|-----------------|----------------------|----------|----------|
| Resolve | Commer | t 🔺 Assign | Flag | Referral | To-Do | * Kudos | n- Success Pla | n Send Message | Contract Download | | | | |
| tudent | | | | | | View | | | | Connection | | Cohort | |
| Student Nar | ne, Username, | or ID | | | Go | Custom | | | Ľ | Faculty Advisor | | 2 | |
| Stude | nt - | | Item N | lame | | | | | s | latus | Created | | Assigned |
| | | | Contex | Mot Registered for Next Semester Context: Attributes Registered for next semester? : Faise (Ho Term Associated w/ Pie | | | | ed w/ Flag) | A | tive | 04-27-2019 by System | | |
| | | | P No Contex | Not Registered for Next Semester Context: Altributes Registered for next semes | | | ester? : False (No Term Associated w/ Flag) | | ٨ | tive | 04-29-2019 by System | | |
| - 4 | | | Contex | Not Registered for Next Semester Context: Attributes Registered for next semester? : I | | | mester? : False (No Term Associated w/ Flag) | | | tive | 04-26-2019 by System | | |
| | | a | Contex | Not Registered for Next Semester Context: Attributes Registered for next semeste | | | r mester? : False (No Term Associated w/ Flag) | | | tive | 04-27-2019 by System | | |
| | | | Contex | ot Registered for d: Altributes Regis | Next Seme lered for next | iter somestor? : Fal | se (No Term Associat | od w/ Flag) | ^ | tive | 04-27-2019 by System | | |
| | | thryn | Contex | ot Registered for th: Attributes Regis | Next Seme itered for next | iter semester? : Fal | se (No Term Associat | ed w/ Flag) | ~ | tive | 04-29-2019 by System | | |

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