

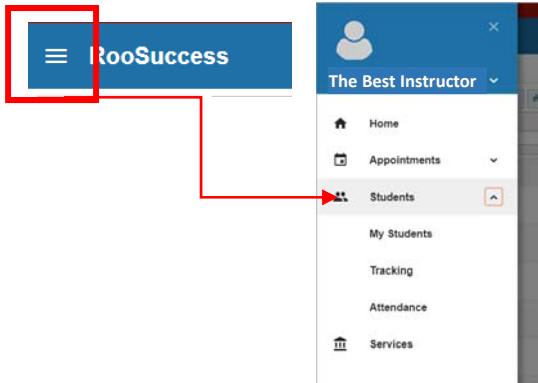
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## ROOSUCCESS HOW TO RAISE A FLAG

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Raising a Flag is the new MTS. There are several different ways to go about raising a flag on a student in one of your classes.

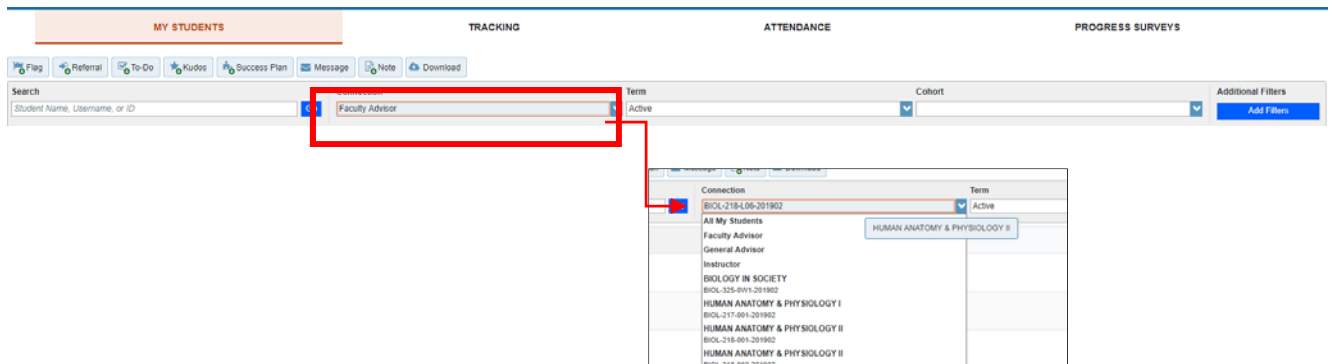
First, to get to your class rosters, use the “hamburger” menu in the top left corner:



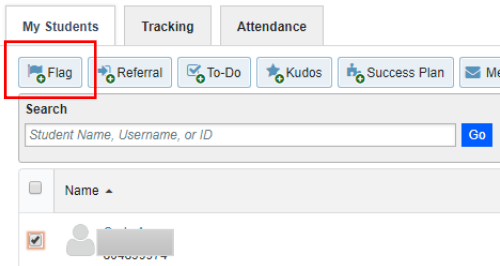
Choose My Students to see all of your students:



Adjust the connection to see a class roster, or use the Search box to type in the first name, last name or ID# of one of your students:



1) You can check the box next to the student name and then click on the Add Flag button



1) Or rollover student name and then add flag button:



Once you select the student(s), you can see the list of flags that you can raise in this situation. These mirror the reasons we have had in the past.



Once you choose a flag type, you will have the chance to add a comment specific to the situation. The default comment will be sent to the student as you see it, unless you edit it. To see the email templates attached to each flag type, see [THE WEBSITE HERE](#)

**Raise Flag for Multiple Students** [Never Mind] [Save]

\* Flag: Consider withdrawal

Course Context: BIOLOGY IN SOCIETY (BIOL-325-0W1-201902)

Comment: You have now reached the point that you cannot pass this class. You are welcome to continue to attend to learn the material, but you should consider whether it is wise to withdraw rather than get an F in my class.

Student View: The student can view this item and the notes entered above.

Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

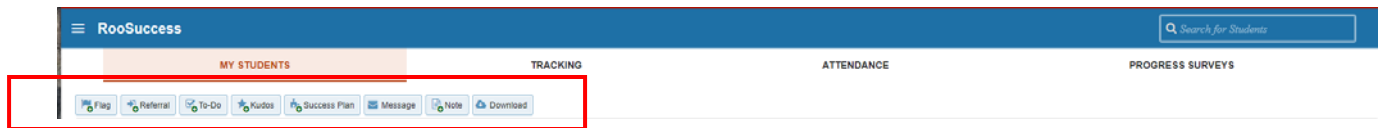
- Academic Dean
- Academic Recovery Administrator
- Academic Success coaches
- Academic Support
- Athletic coach

[More...]

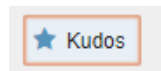
\* Required fields [Never Mind] [Save]

When you save a flag, an email will go to the student, to the flag raiser (you) and to the student's faculty advisor.

**Other functionality:**

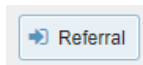


**Kudos**



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.

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

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

Click on student name to open their “folder” and see more information on that student. Go to tracking to see all flags raised on that student. Go to Network to see the student’s instructors and advisors for this semester. Go to Notes to see what others have to say about their meetings with your student.

