

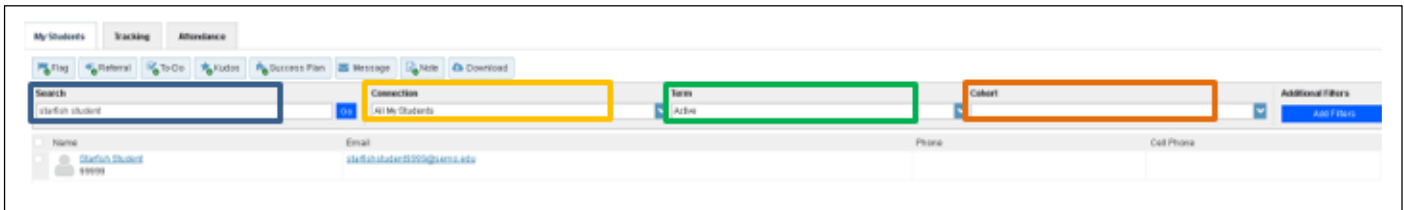


SupportNET Tracking Items

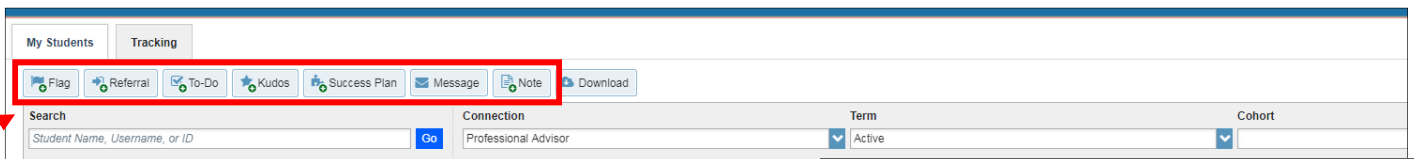
SupportNET allows you to easily keep track of your students. When you have a particular concern with a particular student, or group of students, you can raise a **flag**, make a **referral**, or give a **to-do** to communicate that a student needs assistance. The appropriate individuals will be automatically notified when you save. You can also give a **kudo**, for positive encouragement. These items – flag, referral, to-do or kudo are tracking items within SupportNET.

How to submit an Early Alert (Raise a Flag)

1. Click on the **Students** navigation item to see your list of students. (Menu > Students)
2. Click on **My Students** Tab
3. Find the specific student use any or all of the following:
 - a. **Search** box
 - b. **Connection** box
 - c. **Term** box
 - d. **Cohort** box



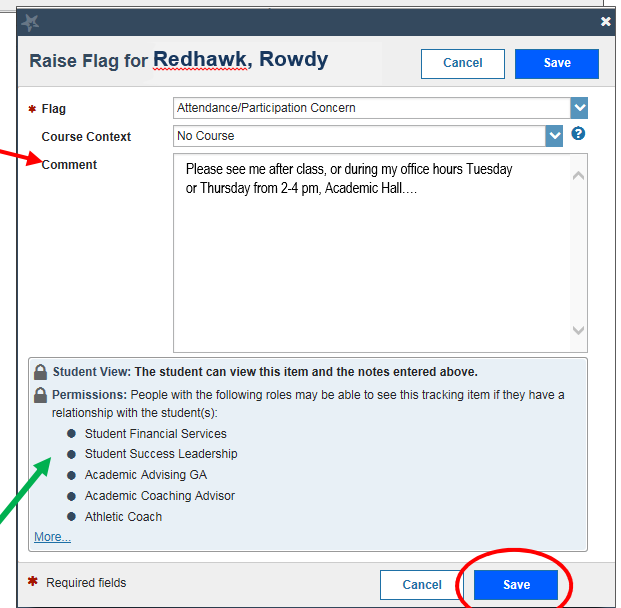
4. Once the student search is complete select one or more students by clicking the check boxes next to the students' name.
5. Select **Flag**. Select the Flag Reason for the action you have requested.



- a. **Comment** box is available to personalize the message with more information by adding in your own comments, which will be viewable to the student.

Hint: Share your Office Hour day(s), times(s), and location in the comment.

- b. Select a course if you are the instructor
- c. Select **Save**
- d. The **Flag** has now been submitted to the student and viewable to you and the student's academic advisor.
- e. Students will receive an email and be able to view your comments on their dashboard, as well as, within their messages when logged into SupportNET.



Note: The blue box lets you know if the student can view and who has permission to see this tracking item.