MyPLAN Instructor Raised Flags

Flags are designed to inform students when their performance is not meeting expectations. Instructors can raise flags based on Performance and Attendance. Raising a flag generates an automated email that is sent to the student (to which instructors can enter additional comments). Once a student has been flagged by an instructor three times in a semester, the student's advisor is notified with an automated email in the MyPLAN system. Flagging a student through MyPLAN creates a transparent communication trail that allows all individuals working with the student to see a clear picture of the student's performance. Flags are 'cleared' at the end of each semester, and they are only visible in MyPLAN to advisors. Instructions are found at the end of this document.

Flag for Attendance

From: [Instructor Name]
ReplyTo: [Instructor email]

Subject: Attendance in [CourseName]

Dear [StudentName],

I'm concerned about your attendance in [CourseName]. Your class absences are reaching the maximum allowed for this class, which could have a negative impact on your grade. I want to support your success in this class. Please consult your syllabus for my contact information, course requirements, and office hours.

If you need additional academic support, you can find resources on your "MyPLAN" tab on your Blackboard page under 'Success Network' or on the current student webpage. Tutoring, mentoring, and consulting services are also listed on the student webpage at:
http://www.unl.edu/ucomm/current/tutoring/

Please let me know if there are additional ways I can support your academic progress.

Sincerely,
[Instructor Name]

Flag for Performance

From: [Instructor Name]
ReplyTo: [Instructor email]

Subject: Academic Performance in [CourseName]

Dear [StudentName],

I'm concerned about your progress in [CourseName]. Specifically, your performance in this course does not meet expectations. I want to support your success in this class. Please consult your syllabus for my contact information and office hours.

If you need additional academic support, you can find resources on your "MyPLAN" tab on your Blackboard page under 'Success Network' or on the current student webpage. Tutoring, mentoring, and consulting services are also listed on the student webpage at:
http://www.unl.edu/ucomm/current/tutoring/

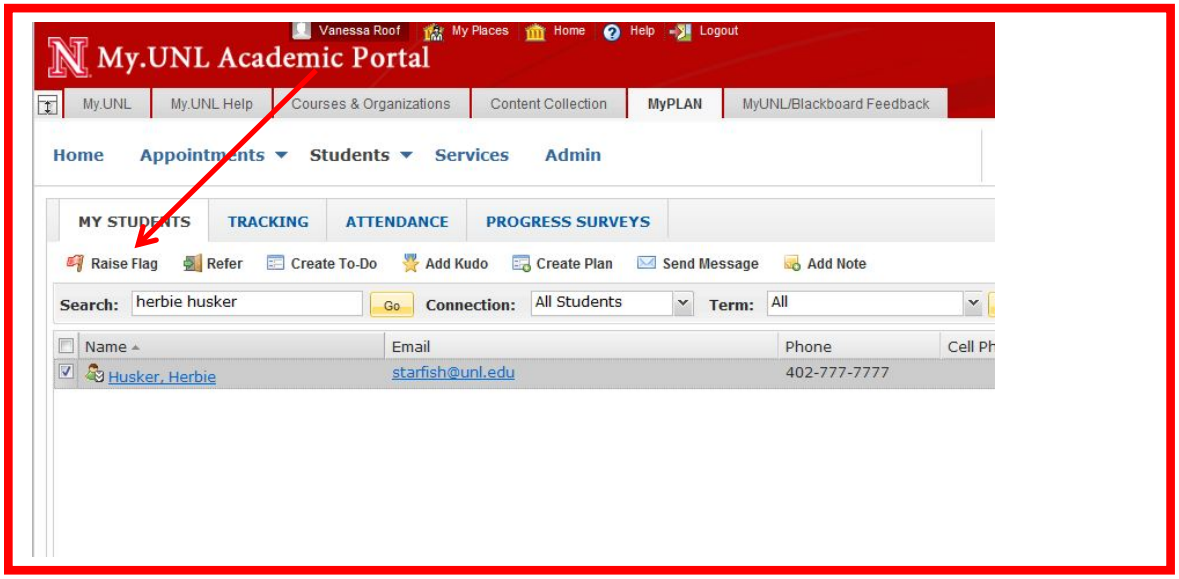
Please let me know if there are additional ways I can support your academic progress.

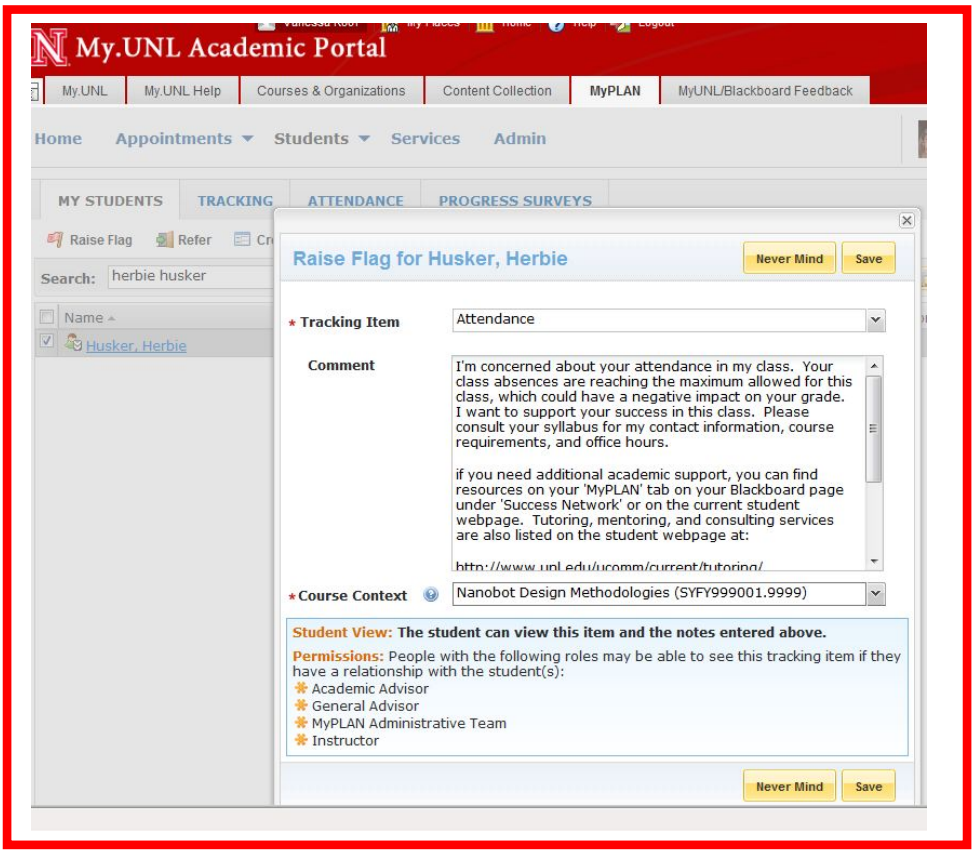
Sincerely,
[Instructor Name]

To flag a student:

1. Select your student.
2. Select 'Raise Flag.'
3. Select the type of Flag.
4. Select your course under 'Course Context.'
5. Add an optional personalized message within the comments.
6. Select 'Save.'

(Screen Shots on the next page)


Vanessa Roof
My Places
Home
Help
Logout
My.UNL Academic Portal
My.UNL
My.UNL Help
Courses & Organizations
Content Collection
MyPLAN
MyUNL/Blackboard Feedback
Home
Appointments
Students
Services
Admin
MY STUDENTS
TRACKING
ATTENDANCE
PROGRESS SURVEYS
Raise Flag
Refer
Create To-Do
Add Kudo
Create Plan
Send Message
Add Note
Search:
herbie husker
Go
Connection:
All Students
Term:
All
Name
Email
Phone
Cell Ph
Husker, Herbie
starfish@unl.edu
402-777-7777


My.UNL Academic Portal
My.UNL
My.UNL Help
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Appointments
Students
Services
Admin
MY STUDENTS
TRACKING
ATTENDANCE
PROGRESS SURVEYS
Raise Flag
Refer
Search:
herbie husker
Name
Husker, Herbie
Raise Flag for Husker, Herbie
Never Mind
Save
* Tracking Item
Attendance
Comment
I'm concerned about your attendance in my class. Your class absences are reaching the maximum allowed for this class, which could have a negative impact on your grade. I want to support your success in this class. Please consult your syllabus for my contact information, course requirements, and office hours.
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http://www.unl.edu/ucomm/current/tutoring/
* Course Context
Nanobot Design Methodologies (SYFY999001.9999)
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 Advisor
General Advisor
MyPLAN Administrative Team
Instructor
Never Mind
Save