

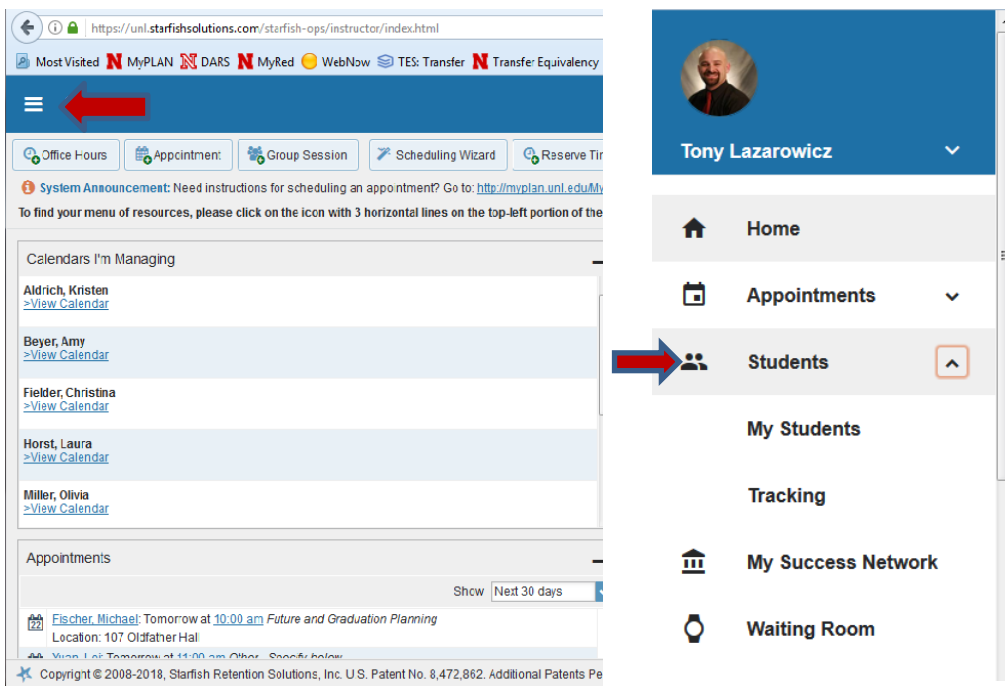


## MyPLAN Instructor Raised Flags

Flags are designed to inform students when their performance is not meeting expectations. Instructors can raise flags based on Academic Performance, Attendance, and Missing Assignments. Raising a flag generates an automated email that is sent to the student (to which instructors can enter additional comments). Every time a student is flagged, their academic advisor is notified. 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.

### To flag a student:

1. Access the Students tab by clicking on the Icon on the top left portion of the screen. Then Click on Students.



1. Select your student.
2. Select '+ 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.'

**Starfish** Search for Students

My Students | Tracking | Attendance

Search:  
 Connection: 
 Term: 
 Cohort: 
 Additional Filters:

Name	Email	Phone	Cell Phone
[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]

Page 1 of 1433 | Total items selected: 0 | Displaying Students 1 - 25 of 35803

### Raise Flag for Husker, Herbie

\* Flag:

\* Course Context:

\* Comment:

**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):

- Athletics
- Administrator
- Career Services
- COB - Graduate Advising
- Dean of Students

[More...](#)

\* Required fields