



## Resolving Flags in MyPLAN

Once a flag has been raised on a student, it is very important to resolve the flag as soon as possible. Interventions are most effective when they occur at the time the issue has been raised. Flags that have been raised on your advisee's will appear under your 'Home' tab under 'Flags I'm Managing.'

1. Go to your 'Home' tab and reference the box, 'Flags I'm Managing.' Click on the chevron to the left of the student name, on the red flag, giving you five choices.
  - a. Additional options allow you to view the details associated with the flag or go directly to the student folder.
2. **Add Comment:** Use this when you want to communicate between the instructor and the student. You have options of sending messages to the student and/or the instructor.
3. **Edit Flag:** Use this to record a note in the student folder – is the same function as 'Add a Note.'
4. **Clear Flag:** This is the final step – adding content to this section will clear the flag and a note will automatically be sent to the instructor.
5. All flags raised from surveys will be resolved by the MyPLAN two weeks after they were raised.

