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)
Raising Flags