

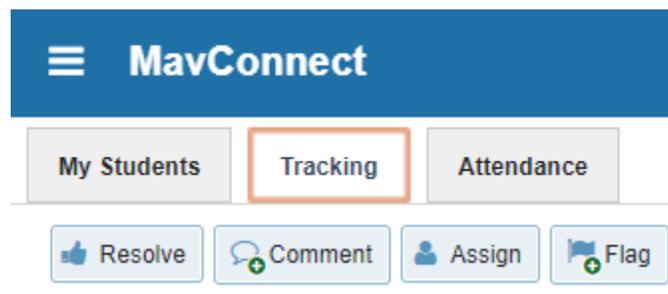
## Best Practices: Working with Flags in MavCONNECT

Students receive an automated email when academic flags are raised in MavCONNECT. Students are often encouraged to contact their instructor or advisors to help address the concerns that were shared. Advisors and other support team members are able to view the concerns and follow up with their students as they see fit.

### How to view a flag:

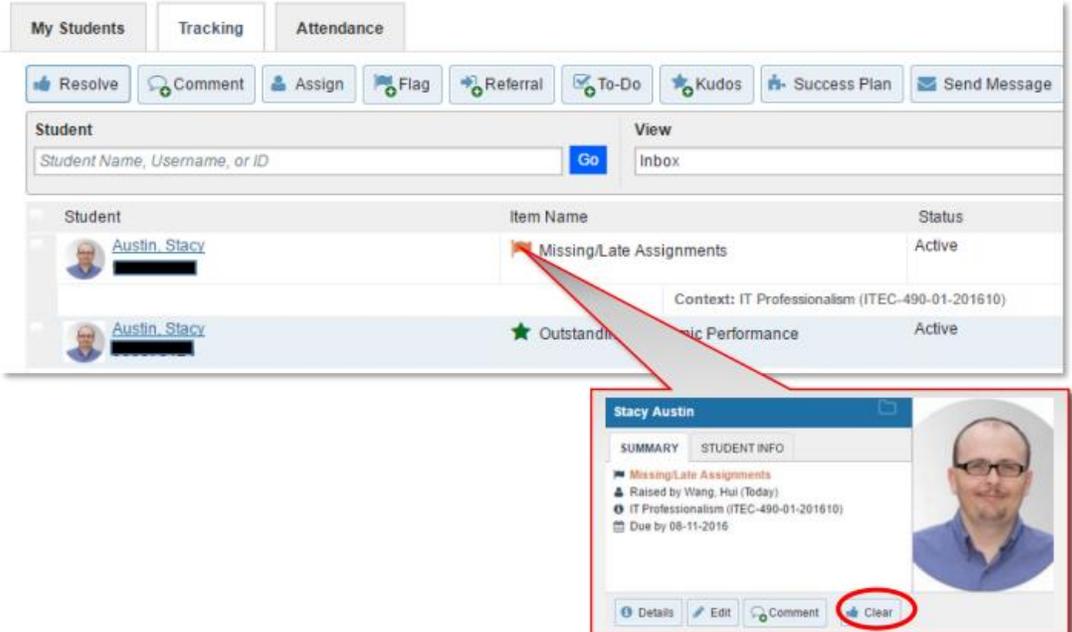
- From your MavCONNECT home page, select the three-line navigation button and find Students from the drop down. Then select the Tracking tab. This will give you a full list of flags, kudos, referrals and other tracking items

Under your **Connections** drop down box, you can navigate to the different roles you work in to narrow down your list (e.g. SBS advising to only see students advised in the SBS Advising Center).



**Note:** There are multiple other ways to locate a flag raised for a student, including the “Recent Changes” or “Flags I’m Managing” boxes on your home page, or by searching for the student and then selecting “Tracking” from the menu on the left in the student’s profile. If you are connected to all students through more than one role, remember you may need to filter down to find the population of students you directly work with.

- Once you have found the student and flag you would like to view more in-depth or clear, hover over the orange flag icon by the item name.



Student	Item Name	Status
<a href="#">Austin Stacy</a>	Missing/Late Assignments	Active
<a href="#">Austin Stacy</a>	Outstanding Academic Performance	Active

**Stacy Austin**

SUMMARY STUDENT INFO

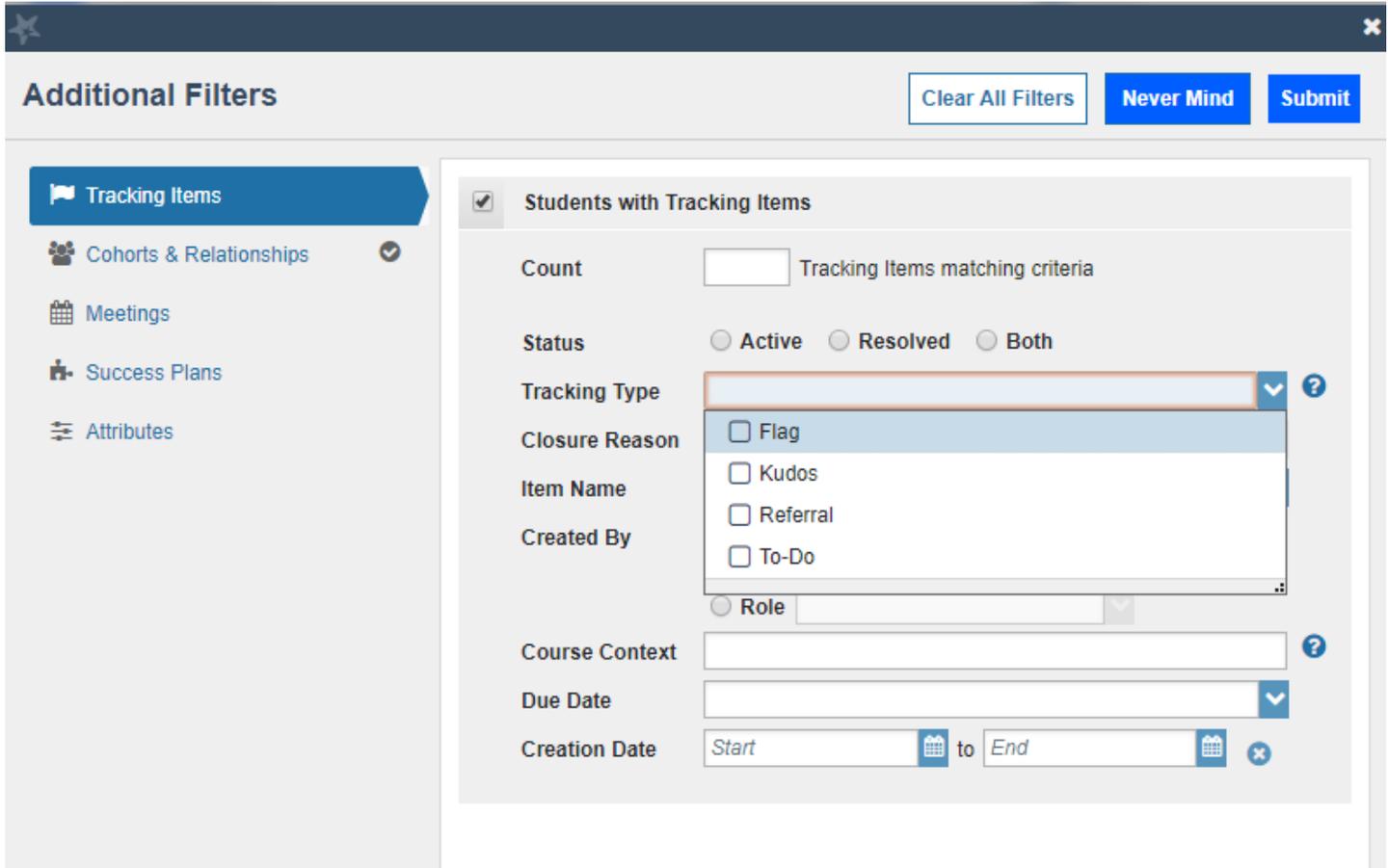
- Missing/Late Assignments
- Raised by Wang, Hui (Today)
- IT Professionalism (ITEC-490-01-201610)
- Due by 08-11-2016

Details Edit Comment **Clear**

3. If you want to only view active flags, click on the “Add Filters” box.



4. Choose the Tracking Item option and under the Tracking Type drop down, select the flag option.



This will allow you to only view flags for this particular population of students.