

USUCCEED: RAISING FLAGS FOR ONLINE COURSES

Faculty teaching online courses are expected to review student progress and raise flags as needed on a weekly basis. This is done because students often need more support when taking online classes. Flags you may submit are indicated below.

- **Academic Concern – ONLINE courses** – to be used when you are worried about any aspect of a student’s academic progress in your class, such as missed assignments, low grades, and/or low participation. The flag is a private communication to an online academic advisor and the student does not see the flag or receive an email.
- **General Concern – ONLINE courses** – to be used if you have a concern not related to a student’s academic progress. For example, if a student reports not knowing how to get their textbook, use this flag to alert an academic advisor who will contact the student with appropriate information. The flag is a private communication to an online academic advisor and the student does not see the flag or receive an email.

Instructions

1. Access uSucceed by clicking on the uSucceed tab in the top right corner of your ulearn screen.

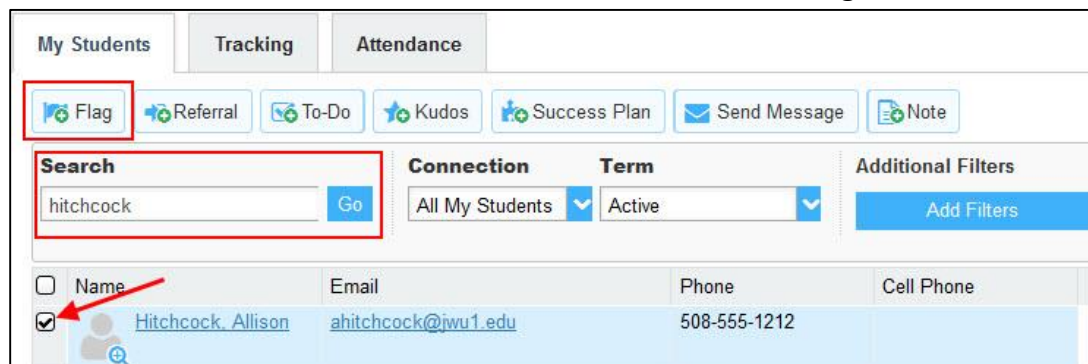


2. Click on the **Students** tab.



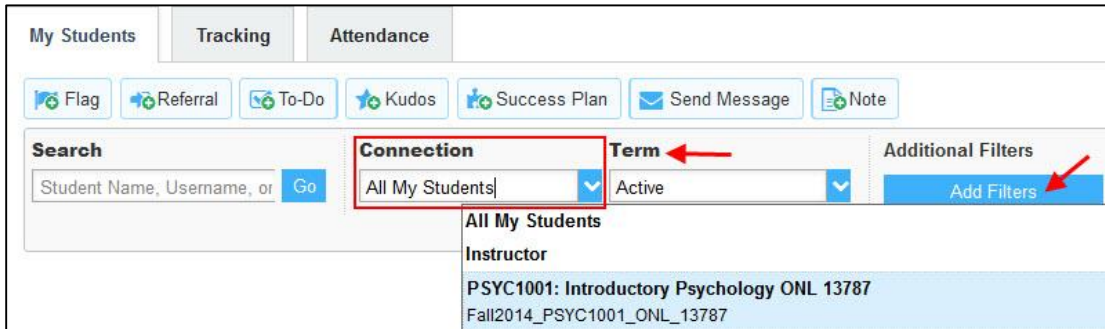
3. Scroll down the list of students to find the student you want to flag, or type the student’s name in the search box and click **Go**.

Click the **checkbox** next to the student’s name and then click **Flag**.

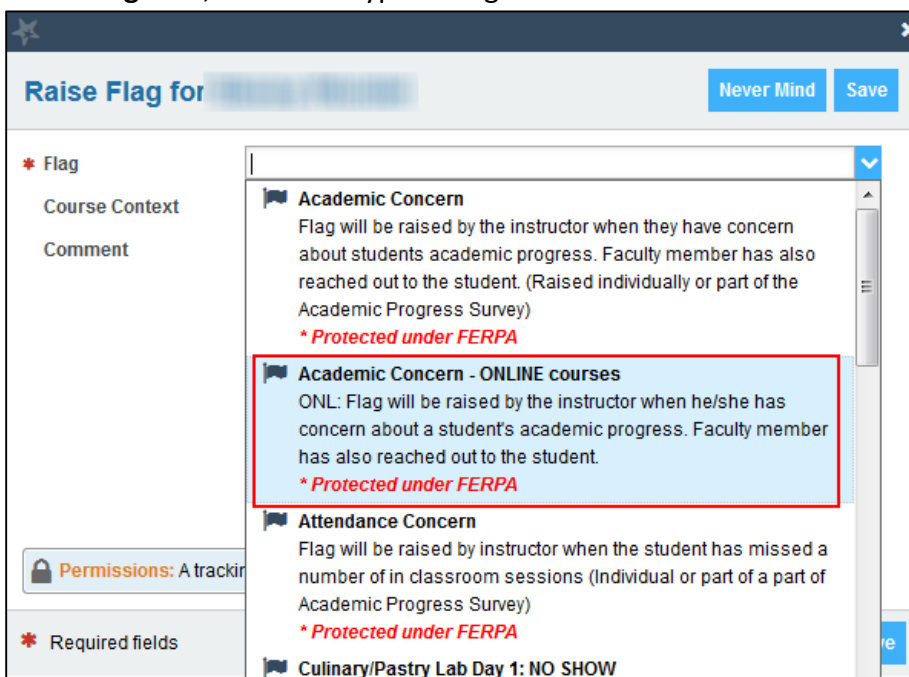


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Note that you can also filter the list of students. Use the **Connection** menu to select students for a specific class. Use the **Term** menu to select students for a specific term.



4. In the **Flag** field, select the type of flag.



5. In the **Course Context** field, select your course. In the **Comment** field, add comments to explain why the flag has been raised. Click **Save**.

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Raise Flag for [Name] [ID]

*** Flag** Academic Concern - ONLINE courses

Course Context Introductory Psychology (Fall2015_PSYC_1001_ONL_13787)

*** Comment** Student has not participated in 3 weeks

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

*** Required fields** [Never Mind] [Save]