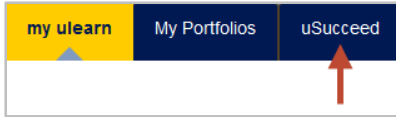


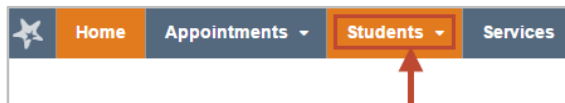
Instructions

Follow the steps listed for raising flags, tutoring referrals and providing kudos to students.

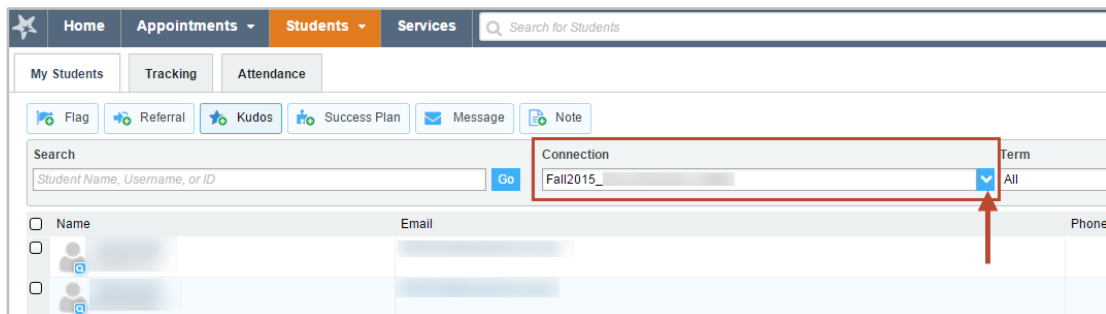
1. Faculty are able to raise flags and provide kudos to students throughout the term. To raise a flag or provide kudos to a student, log into uSucceed



2. Click **Students** on the top menu to view your students.

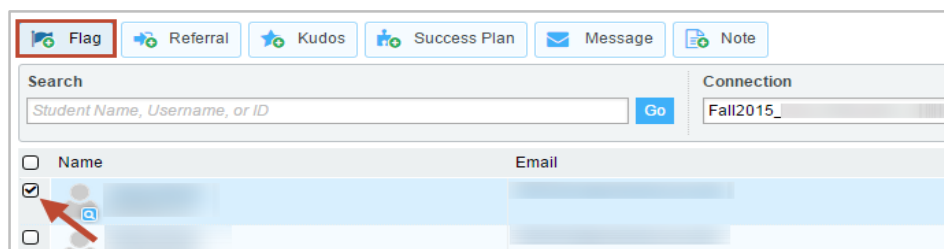


3. There are several ways to find a specific student. Select the course the student is enrolled in from the **Connection** drop down box.



TO FLAG A STUDENT

1. **Check** the box next to a student's name and click the **+Flag** button.

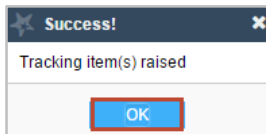


Flags, Referrals and Kudos in uSucceed

2. In the **Raise Flag** window that pops up:
 - a. Select the type of **flag** to raise on the student
 - b. Select the **Course Context** (the course that relates to the student and reason for the flag)
 - c. Type in the **Comment** textbox the reason for the flag being created. The more detailed the comment, the better Faculty Advisors/SAFS Staff can follow up on the flag with the student.

Note: At the bottom of the **Raise Flag** window, the **Student View** statement lets faculty know that students are able to view the flag item and all notes entered in it. Additional **Permissions** are listed below that show additional users who are able to see the flag item and all notes.

3. Click **Save** to finish flagging the student.
4. Click **OK** on the confirmation window of successfully raising the flag.

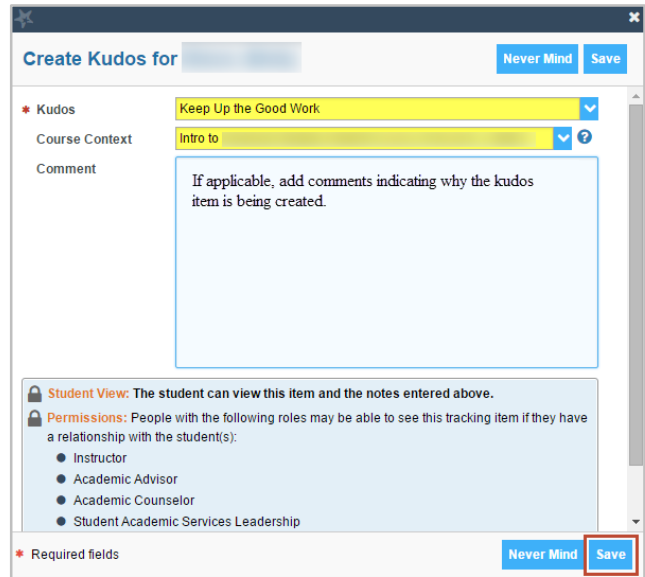


TO PROVIDE KUDOS TO A STUDENT

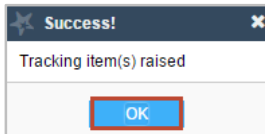
1. **Check** the box next to a student's name and click the **+Kudos** button.

Flags, Referrals and Kudos in uSucceed

2. In the **Create Kudos** window that pops up:
 - a. Select the type of **kudos** to create for the student
 - b. Select the **Course Context** (the course that relates to the student and reason for the flag)
 - c. Although not mandatory, type in the **Comment** textbox the reason for the kudos being created.

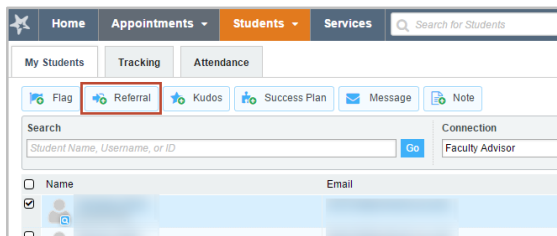


3. Click **Save** to finish creating kudos for the student.
4. Click **OK** on the confirmation window of successfully creating kudos.



TO RAISE A TUTORING REFERRAL ON A STUDENT

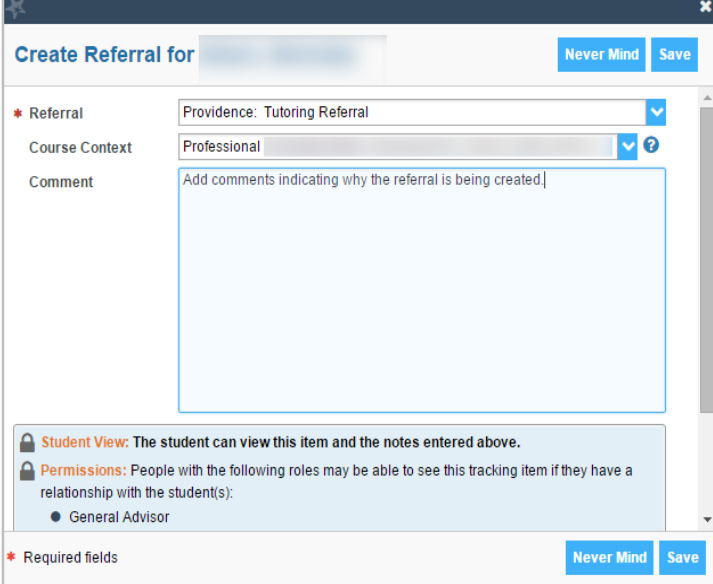
1. **Check** the box next to a student's name and click the **+Referral** button.



Flags, Referrals and Kudos in uSucceed

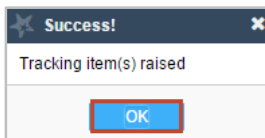
2. In the **Create Referral** box that pops up:

- a. Select the type of **referral** to create for the student
- b. Select the **Course Context** (the course that relates to the student and reason for the flag)
- c. Although not mandatory, type in the **Comment** textbox the reason for the referral being created.



3. Click **Save** to finish creating the referral for the student.

4. Click **OK** on the confirmation window of successfully adding a tutoring referral.



Note: For more information on types of flags and how they play an important role in the success of a student, please see the **Flags and Kudos Quick Reference Guide** or contact SAFS for more information.