Guide: Raise a Flag, Kudo, or Referral

One of the primary functions of successNET is the use of Flags, Kudos, and Referrals. When you have feedback about a group of students, you can raise a Flag, Kudo, or Referral to communicate your observations. These serve as an early alert and connection tool that works to support student academic success.

### Facts about Flags, Kudos, and Referrals:

- **Students** are notified of receiving Flags, Kudos, and Referrals through their BGSU email account.
- Appropriate personnel, such as academic and program advisors, are informed when their advisees receive three or more active Flags or Referrals.
- Once receiving notification of a Flag or Referral, students must take action to resolve the issue that prompted the Flag or Referral. For example, after receiving a “Learning Commons Referral,” a student should visit the Learning Commons to have the Referral resolved from their successNET account.
- While Flags or Referrals are typically raised only by instructors, they can be resolved by both instructors and advisors.
- **Kudos** cannot be resolved. Since they are a positive indicator, they will remain on the student’s account the entire semester.

### Flags available on successNET

<table>
<thead>
<tr>
<th>Inadequate Homework and Assignments</th>
<th>Low Quiz/Test Scores</th>
<th>Poor Attendance</th>
<th>Poor Participation</th>
<th>Unsatisfactory Academic Progress</th>
<th>Six Active Flags</th>
</tr>
</thead>
</table>

### Referrals available on successNET

<table>
<thead>
<tr>
<th>Learning Commons Referral</th>
<th>University Libraries Referral</th>
<th>BGSU Firelands Referral</th>
</tr>
</thead>
</table>

### Kudos available on successNET

<table>
<thead>
<tr>
<th>Outstanding Academic Performance</th>
<th>Showing Improvement</th>
<th>Keep Up the Good Work</th>
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### Step One

Start by logging into the successNET system and then click on **Students** from the top menu.

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### Step Two

Find the student or students for whom you want to provide feedback by searching for their name or paging through the students. Once you locate any one of the students who are to receive the flag, click the check box by his or her name. You can select as many students as you want.