Raise a Flag, Kudo, or Referral for Multiple Students

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.

<table>
<thead>
<tr>
<th>Flags available on successNET:</th>
<th>Referrals available on successNET:</th>
<th>Kudos available on successNET:</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Inadequate Homework and Assignments</td>
<td>➢ Learning Commons Referral</td>
<td>➢ Common Reading Assignment (Fall terms only)</td>
</tr>
<tr>
<td>➢ Low Quiz/Test Scores</td>
<td></td>
<td>➢ Outstanding Academic Performance</td>
</tr>
<tr>
<td>➢ Poor Attendance</td>
<td></td>
<td>➢ Showing Improvement</td>
</tr>
<tr>
<td>➢ Poor Participation</td>
<td></td>
<td>➢ Keep Up the Good Work</td>
</tr>
<tr>
<td>➢ Unsatisfactory Academic Progress</td>
<td></td>
<td></td>
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<tr>
<td>➢ Three Active Flags</td>
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</tbody>
</table>

How to use this document:
1. Follow the instructions on the left panel for specific click-by-click directions. Look for the numbers in yellow boxes (     ) in the right panel to see screen shots that correspond with the instructions of the same number.
2. Look for the lightning bolt for the most useful tips of this section.

1. Login to MyBGSU and click the SUCCESSNET link.
2. Click the Students navigation item to see all of your students.
3. Find the 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.
4. Click the **Raise Flag** button to see a list of flags that you can raise.

5. Select the appropriate flag by opening the **Tracking Item** drop-down menu.

6. A comment automatically populates the **Comment** field once you select the **Tracking Item**. You can edit the **Comment** field to provide the students with more detailed information on why you are raising this flag. Click the **Save** button.

7. The right person on campus (i.e. an advisor) who can intervene will be automatically notified of your concern.

8. This is what the student sees in their successNET account if a flag has been raised on his or her behalf. The student will also receive an email notification in their BGSU email account that a flag has been raised on them.