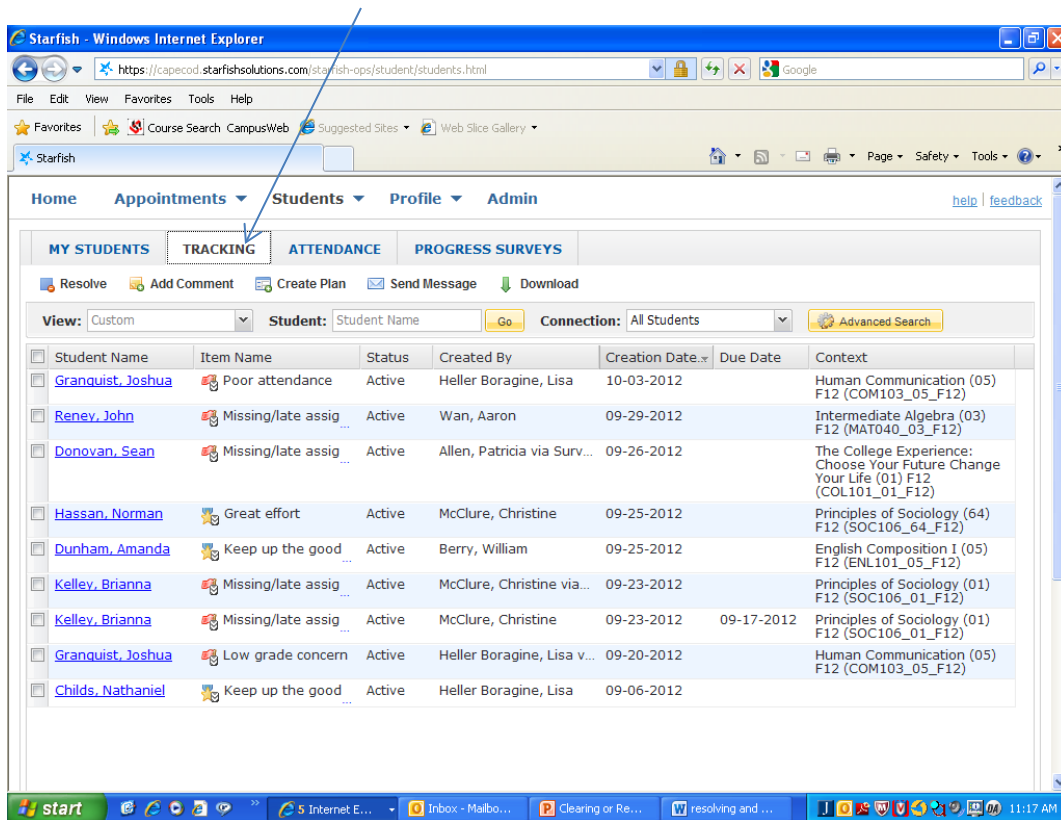
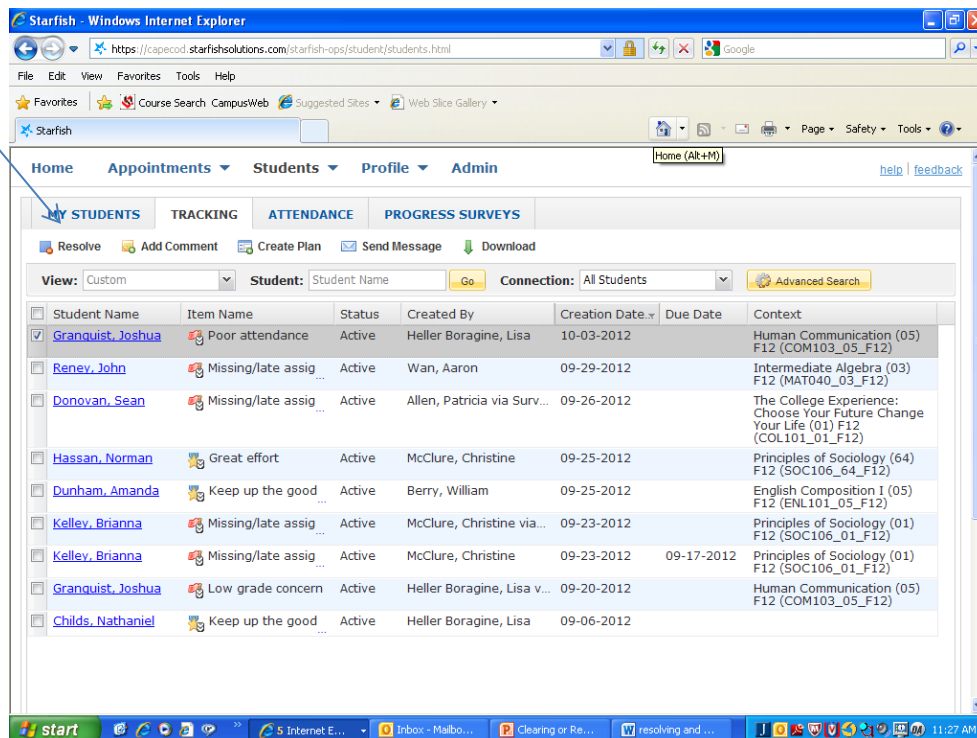


Resolving or Clearing a Flag and Closing the Loop

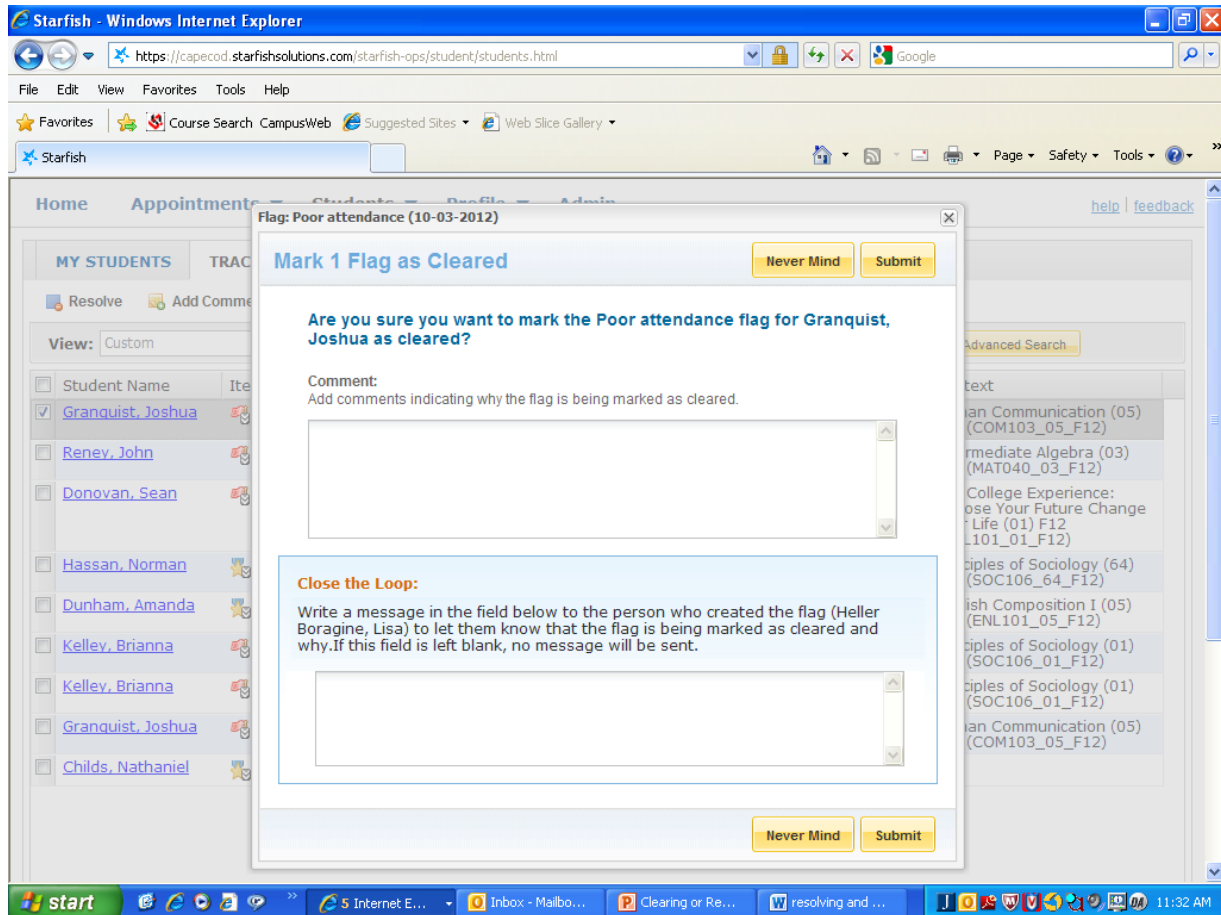
In the Student tab click on the Tracking Tab



Put a check next to the student whose flag you wish to resolve then click on the RESOLVE button.

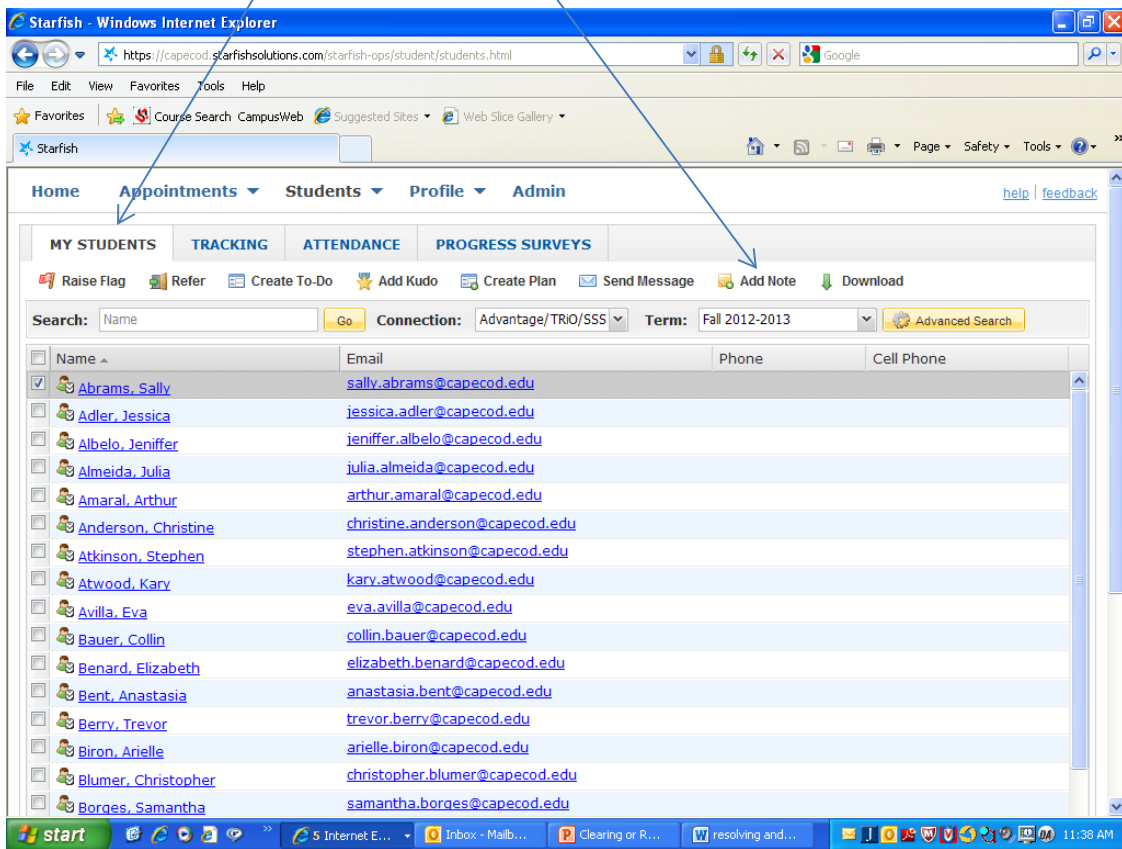


This box will appear after you click on the RESOLVE to close the loop. You can enter a message in the CLOSE the LOOP Box below which will go back to the instructor who raised the flag completing the communication loop.

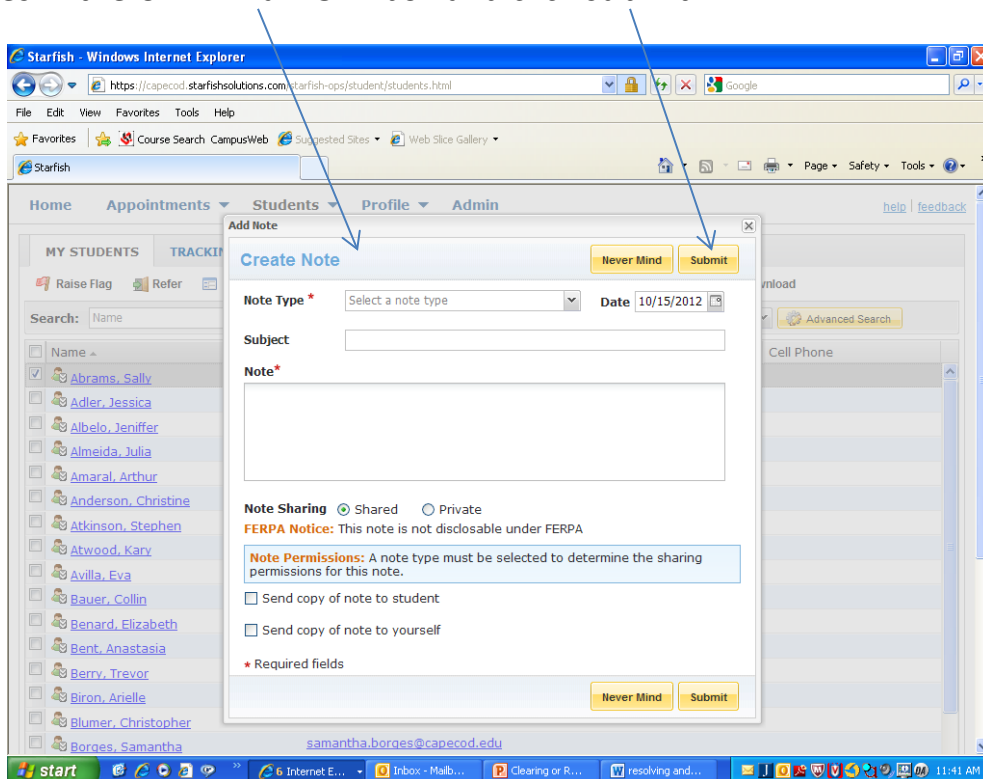


Adding Advisor Notes

In the STUDENT tab under MY STUDENTS check the box next to the student name of who you want to make the Advisor Notes. Click the ADD NOTE.



Enter your notes in the CREATE a NOTE box and click submit.



To Read or Review a Students Notes click on the students name and click on the NOTES tab.

