

SupportNET Tracking Items

SupportNET allows you to easily keep track of your students. When you have a particular concern with a particular student, or group of students, you can raise a **flag**, make a **referral**, or give a **to-do** to communicate that a student needs assistance. The appropriate individuals will be automatically notified when you save. You can also give a **kudo**, for positive encouragement. These items – flag, referral, to-do or kudo are tracking items within SupportNET.

X-Starfish

How to submit an Early Alert (Raise a Flag)

- 1. Click on the **Students** navigation item to see your list of students. (Menu > Students)
- 2. Click on My Students Tab
- 3. Find the specific student use any or all of the following:
 - a. Search box
 - b. Connection box
 - c. Term box
 - d. Cohort box

MyStudents Tracking Attendance				
🍓 Tag 🐐 Referral 🖓 To Co 🐐 Kudos 🏠 Durress Pien 🕯	Hestage GAte Overload			
Search	Connection	Term	Cohort	Additional Filters
starfish student	All My Obudents	Adlas .	- E	Add Fitters
Name	Email		Phane	Cell Phone
Starfish Student	staffutututerfilligaena.etu			

- 4. Once the student search is complete select one or more students by clicking the check boxes next to the students' name.
- 5. Select **Flag.** Select the Flag Reason for the action you have requested.

Search		Connection		Term		Cohort
Studer	nt Name, Username, or ID G	Professional Advisor		Active		~
a.	Comment box is available to p	ersonalize the message	with	Raise Flag for F	Redhawk, Rowdy	Cancel
	more information by adding in your own comments, which will be viewable to the student. <i>Hint</i> : Share your Office Hour day(s), times(s), and location in the comment.		nich	≭ Flag	Attendance/Participation Concern	
				Course Context	No Course	
			tion		Please see me after class, or during my office hours Tuesday or Thursday from 2-4 pm, Academic Hall	
b.	Select a course if you are the i	nstructor				
c.	Select Save					
d.	The Flag has now been submit	ted to the student and				
	viewable to you and the student's academic advisor.			Student View: The student can view this item and the notes entered above.		
e. Students will receive an email and be able to view v		and be able to view you	r	relationship with the	e waar me rollowing roles may de able to student(s):	see uns tracking item it they hav
	comments on their dashboard, as well as, within their messages when logged into SupportNET.			Student Financial Services Student Success Leadership Academic Advising GA Academic Coaching Advisor		
				Athletic Coach	l i i i i i i i i i i i i i i i i i i i	