Reasons for clearing a flag are provided to make clearing a flag more efficient and allow for better tracking for why flags have been cleared.

**Clearing a Flag**

1. Users are able to quickly provide a **reason** why the item is being cleared. A flag **reason** must be selected before clearing is complete.
   
   **TIPS:**
   - The **reasons** are used to indicate whether an item is being cleared after a successful intervention with a student or because it is no longer relevant.
   - The green highlighted **reason** represents a positive intervention while the red represents a negative intervention.

2. Additional comments can be added in the text box when needed.
   
   **TIPS:**
   - When resolving multiple items at a time, users will select the **reason** and enter the comment that applies to **all** the items being resolved.

3. Submit

---

**Questions?**

Email us at [mysuccess@ku.edu](mailto:mysuccess@ku.edu)

Resources available at [http://mysuccess.ku.edu/](http://mysuccess.ku.edu/)