

# MySuccess @ KU

## FLAG CLEAR REASONS

Last Updated 8/2/2017

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

(1)

(2)

Clear flag for

[Show flag details](#)

Select a reason for clearing this flag: \*

- Completed: Contacted student. An academic plan for improvement was discussed.
- No Reply from Student: Multiple attempts of contact were made; student did not reply.
- Meeting with Faculty: Contacted student and they will follow up with instructor directly.
- Administrative: Student has dropped or withdrawn from the course.
- Refused: Contact was made, student refused services.

Add a comment:

*Provide some more details about why you're clearing this flag.*

Send a message to I  close the loop

To [Copy my comment](#)

Type a message for I  about clearing this flag.

\* Required fields

Never Mind Submit

### Questions?

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

Resources available at <http://mysuccess.ku.edu/>