Raising a Flag in Creighton Connect

In Creighton Connect a faculty or staff member can **raise a flag** about a student to say that they have a concern about the student that might need immediate attention.

**Why you would raise a flag**

An example of when a faculty or staff member might want to raise a flag include; not attending class, student at risk of failing a course, low scores on exam, concern for a student’s wellbeing or behavioral concern. Unlike the **Note** function in Creighton Connect, raising a flag will immediately notify a designated set of professionals at the college and university level about the concern. In some cases, the student will also get a notification.

**How to raise a flag**

1. To raise a flag in **Creighton Connect** visit [www.creighton.edu/creightonconnect](http://www.creighton.edu/creightonconnect)
2. Click on the **Access Creighton Connect** link

   ![Access Creighton Connect](image)

   Creighton Connect
   Creighton Connect is an online student success tool that streamlines communication between students, instructors, advisors, and other support resources on campus. Remember to use your NetID and BLUE password when logging in at the link below.

   **Access Creighton Connect**
   Please refer to these documents for assistance with Creighton Connect:

3. Login with your **NetID** and **Blue Password**
4. If you know the **Student’s Name** or **NetID** you can **Search** for the student from your home page

   ![Creighton Connect](image)

   **Creighton Connect**
   - **Appointments**
   - **Active Concerns Overview**
   - **Recent Changes**

   - **Blue, Creighton**
   - **CreightonBlue@creighton.edu**
   - **CT00349**

5. Click on the student’s name to view their **Detailed Information**
6. Along the top menu click on **Flag**
7. In the pop-up menu from the Flag pulldown menu select the Type of Flag you want to raise.

*Note: The type of flag that you raise will determine the individuals that will receive a notification. Different flag types will send notifications to different offices on campus depending on the resources, interactions or support that a student might need. The flag type information will also say if a student will receive a notification as well.
8. Next, select the **Course**

9. Finally, fill out the **Comment** section about why you are raising a flag

10. Click **Save**

**Locate student by course or cohort**

You can find a student in Creighton Connect by filtering your students by the type of **Connection** you have with them. For example, if you are their major advisor or if they are a student in one of your courses.

1. To search by Connection, click on the **Hamburger Menu** on the top left corner of the screen
2. Click on the Students tab

3. All students that you have a relationship with will be listed. You can filter and sort them using the options along the top of the screen. The Connection option will filter students by course, advisee or general.

There are other ways to filter through your students using this tool as well. Once you locate your student, click on their name and you can raise a flag as demonstrated above.

Need Technology Assistance?

Contact the DoIT Service Desk - Mon-Fri, 8:00 AM to 5:00 PM

Call (402) 280-1111 or 800-329-1011 or Email the Faculty/Staff Service Desk at servicedesk@creighton.edu