

Raising a Flag in Creighton Connect

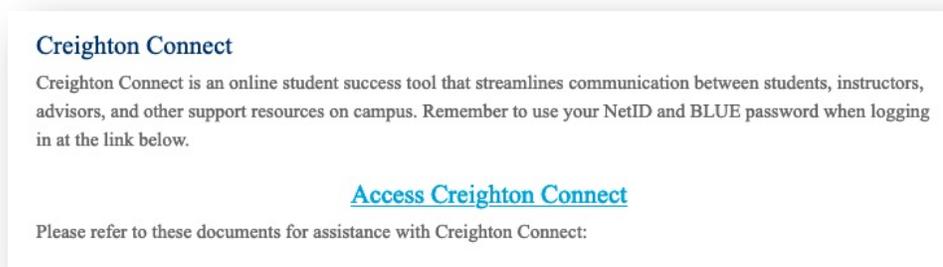
In Creighton Connect a faculty or staff member can **raise a flag** about a student to say that they have a concern about the student that might need immediate attention.

Why you would raise a flag

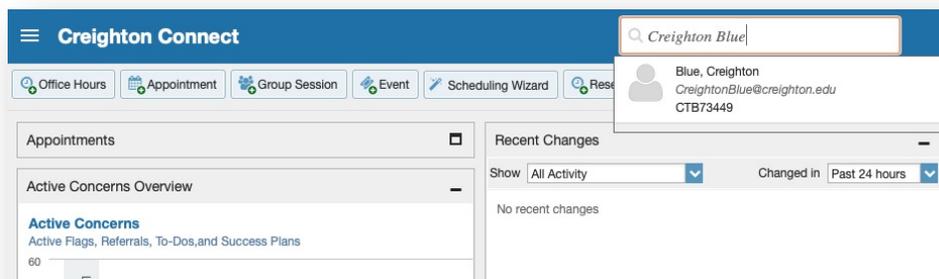
An example of when a faculty or staff member might want to raise a flag include; not attending class, student at risk of failing a course, low scores on exam, concern for a student's wellbeing or behavioral concern. Unlike the **Note** function in Creighton Connect, raising a flag will immediately notify 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

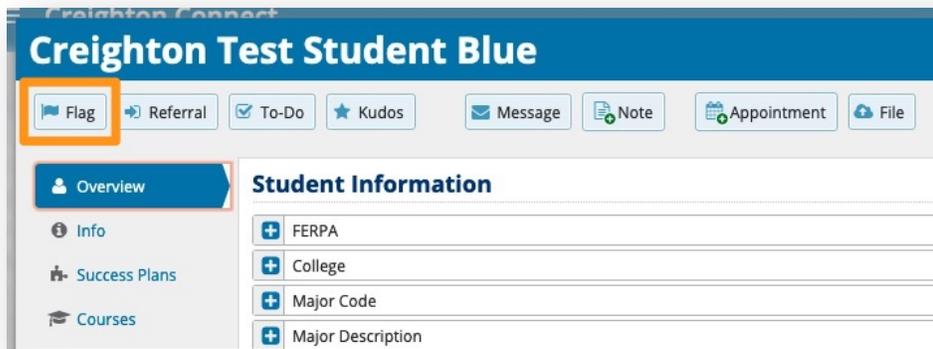
1. To raise a flag in **Creighton Connect** visit www.creighton.edu/creightonconnect
2. Click on the **Access Creighton Connect** link



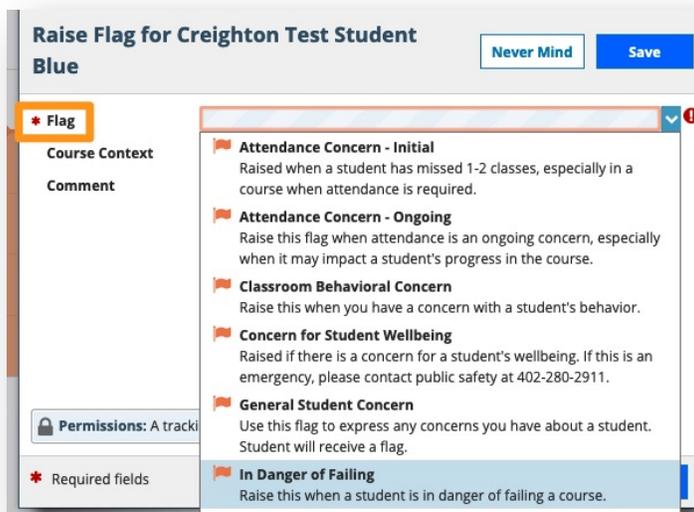
3. Login with your **NetID** and **Blue Password**
4. If you know the **Student's Name** or **NetID** you can **Search** for the student from your home page



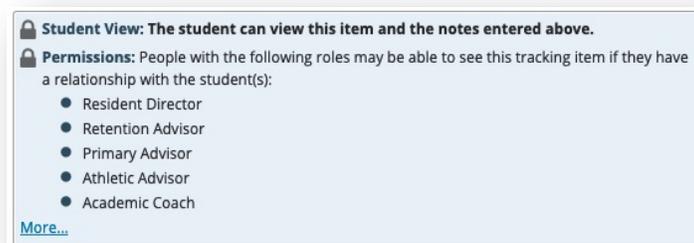
5. Click on the student's name to view their **Detailed Information**
6. Along the top menu click on **Flag**



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.*



- Next, select the **Course**

Raise Flag for Creighton Test Student Blue Never Mind Save

* **Flag** In Danger of Failing

* **Course Context** No Course

Comment

No Course

Christian Trad:Global Visions (202070_THL_112_1)

Culture of Collegiate Life (202070_RSP_101_AA)

Global Literatures (202040_ENG_221_WB2)

Intro to Design Thinking Educ (202045_RDLB_009_1)

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

Raise Flag for Creighton Test Student Blue Never Mind Save

* **Flag** No Show

* **Course Context** Intro to Design Thinking Educ (202045_RDLB_009_1)

* **Comment**

Add comments indicating why the Flag item is being created.

Student View: The student can view this item and the notes entered above.

Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- Primary Advisor
- Resident Director
- Academic Leadership
- Academic Coach
- TA

[More...](#)

* Required fields Never Mind Save

- Click **Save**

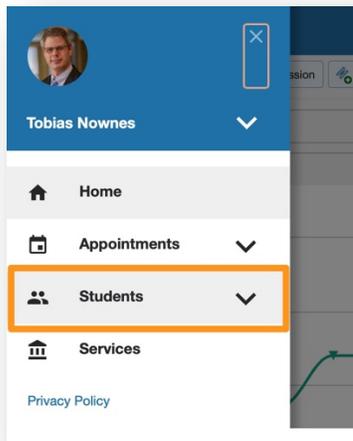
Locate student by course or cohort

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.

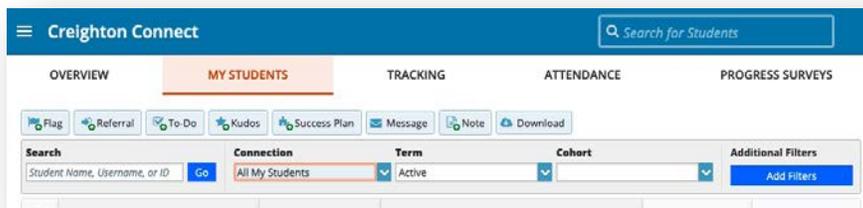
- To search by Connection, click on the **Hamburger Menu** on the top left corner of the screen



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