

How to Lower a Flag in EARN

Once you identify the student you want to lower the flag for, click on **Tracking** from the menu on the left side of the screen. Then select the flag icon next to their name. Select the **Clear** button.

The screenshot shows the EARN system interface for a student named Korey Arlon Ray Henderson. The left sidebar contains a menu with options: Overview, Info, Courses, Tracking (highlighted in a pink box), Notes, and Network. The main content area displays a list of flags. The first flag is circled in pink and has a dropdown menu open. The dropdown menu shows the student's name, ID, and a 'Clear' button, which is also circled in pink. The flag details include: Item Name: Never Attended Class/ No Academic Activity; Status: Active; Created: 01-24-2016 by Kemp, Fred; Due: ; Assignee: ; Context: WRC-1013-0C1-Spring-2016-Freshman Composition I(Q) (WRC-1013-0C1-29192-201620).

The window that then pops up allows you to enter in an optional comment and/or hit **Submit** to lower the flag.

The dialog box is titled "Mark 1 Flag as Cleared" and contains the following text: "Are you sure you want to mark the 45-Hour Hold flag for Sergio Abreu as cleared?". Below this is a "Comment:" section with the instruction "Add comments indicating why the flag is being marked as cleared." and a text input field. At the bottom, there are "Never Mind" and "Submit" buttons. A "Required fields" indicator is visible at the bottom left.

If the flag you are lowering was raised by someone other than you or the system, such as another advisor or professor, then an additional comment box will also become available. If a comment is typed in the box under “Close the Loop”, this comment will be sent to the person who raised the flag. This could let them know why the flag is being lowered, or what was discussed in regards to the flag.

Mark 1 Flag as Cleared Never Mind Submit

Are you sure you want to mark the Never Attended Class/ No Academic Activity flag for Chance Estes as cleared?

Comment:
Add comments indicating why the flag is being marked as cleared.

Close the Loop:
Write a message in the field below to the person who created the flag (Hofferberth, Matthias) to let them know that the flag is being marked as cleared and why. If this field is left blank, no message will be sent.

* Required fields Never Mind Submit