

## How to Filter for and Update Tracking Items You Raised

1. In the Tracking tab, ensure that the View field is set to Inbox and the Connection is set to All My Students. Then click on the Add Filters button.

Spartan Success Network

My Students **Tracking**

Resolve Comment Assign Flag Referral To-Do Kudos Success Plan Send Message Download

Student   **View**  **Connection**  Cohort  **Additional Filters**

2. Select the Active Status and Created By Me radio buttons. Click on Submit.

Additional Filters

**Tracking Items**

Cohorts & Relationships

Meetings

Success Plans

Degree Plans

Attributes

Students with Tracking Items

Status  Active  Resolved  Both

Tracking Type

Closure Reason

Item Name

Created By  Anyone  Me  Role

3. Hover over the Tracking Item icon for a new window to appear. Choose one or more of the following options.

Student	Item Name	Status
Spartan, Screamin' Sam 903246077	Attendance Concern	Active
Spartan, Screamin' Sam 903246077		
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**Screamin' Sam Spartan**

SUMMARY STUDENT INFO

Attendance Concern

Raised by Me

- Click on Details to refresh your memory and see if any other follow-up has been done.

Item Name	Status	Created	Due	Assignee	Context
Attendance Concern	Active	Today			
Academic Support Center Referral	Active	Yesterday			
Three Flags Raised	Active	01-07-2019 by System			Student has 3 or more active manual flags in the system.
Well-Being Concern	Active	01-03-2019			

Journal

01-03-2019

**Raise Comment**  
Based on feedback from you and several instructors, it appears that your stressors continue to impact your attendance and participation in your classes.

- Click on Comment to simply provide an update.

- Click on Clear to resolve the item and provide important data related to student success.

**Create Note**

Subject

\* Note

Send copy of note to yourself

Send copy of note to student

\* Required fields

**Clear flag for Screamin' Sam Spartan**

[Show flag details](#)

Select a reason for clearing this flag: \*

The student addressed the flag

The student did not address the flag

The flag is no longer relevant

The flag was raised by mistake

Other (please comment below)

Add a comment:

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

\* Required fields