Clearing (Resolving) a Flag

1. Click on the menu icon.

2. Click on ‘Students’.

3. Click on the ‘Tracking’ Tab.

4. 1. Check the box next to the student whose flag you are ready to clear.
    2. Click ‘Resolve’.

5. Select the reason that fits best.
    Enter a comment.
    If you didn’t raise the flag, send a message to close the loop with the person who raised the flag.
    Click ‘Submit’.