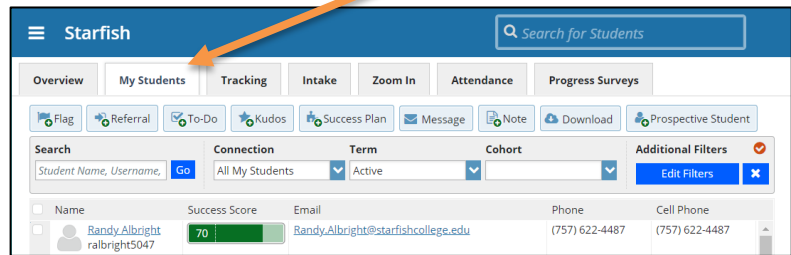


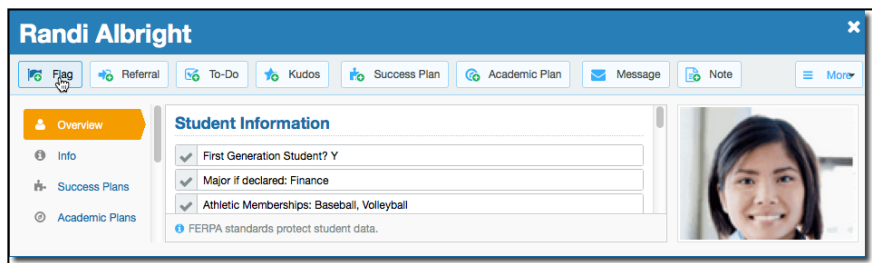
## Raise a Flag, Kudo or Referral for one of your students

When you have a concern with a particular student, raise a flag, or referral to communicate your observations.

1. Click on the **Students** navigation item to see your list of students.
2. Find the desired student by typing the name into the **Search** box.



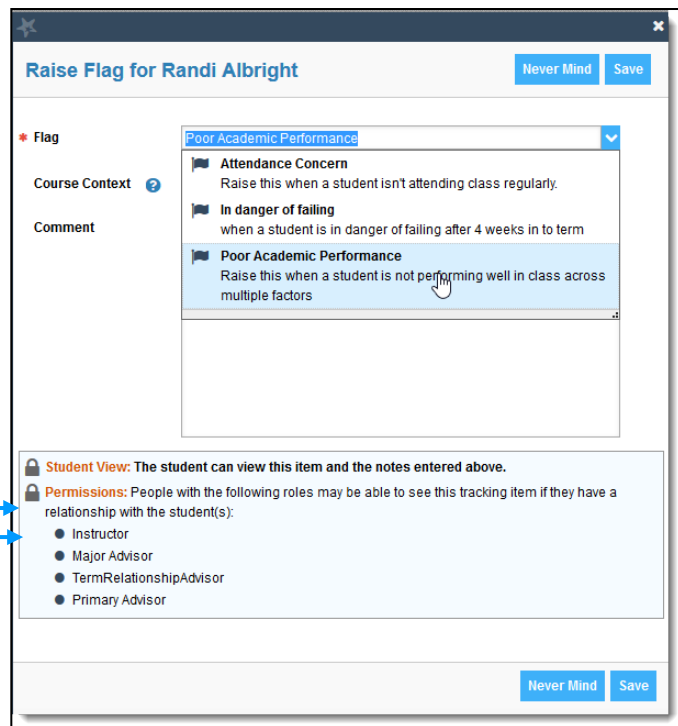
3. Click on the student's name to bring up the **Student Folder**.  
**NOTE:** Image may be different from one depicted



4. Click the **Flag, Kudo or Referral** button.

A list of flags that you can raise is displayed.

5. Select the desired **item** from the list.
6. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box, which will be included in any communication sent to students (if visible)



7. Click the **Save** button.

### Notes:

The **Student View**: indicates whether the student can view the flag and the notes you include in the **Comment** box.

The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.