Some General Reasons to Raise a Flag for a Student in OnTrack

- **Absences** from scheduled class meetings.
- **Failure to submit homework** or assignments.
- **Poor performance** on quizzes or tests.
- **Lack of participation** or engagement.

**Kudos** can also be shared through OnTrack to recognize a student’s good work and/or improvement.
OnTrack FAQs:

1. **What is an Academic Progress Report (APR) and why am I being asked to complete it?**
   Beginning Fall 2021, Instructors who have **Undergraduate students** registered in their course(s) will be asked to complete an APR through OnTrack at designated points each semester, each of which is aligned with academic deadlines and milestones.

2. **Can I use OnTrack to provide feedback about a student outside of the APR periods?** YES!!
   Instructors have the ability to view all students enrolled in their course(s) in OnTrack and **share feedback for any student through OnTrack at anytime during the semester.**
What Happens After I Raise a Flag or Kudos in OnTrack?

- For **Academic** and **Attendance Concerns**, the **student** will receive an **e-mail notification** of your concern, **including the exact comments you have provided in OnTrack**. The **student’s Advisor** will also receive an e-mail notification about the concern and will conduct follow-up outreach to the student, offering additional support and guidance.

- For **Kudos**, the student will receive an **e-mail notification** of the Kudos, **including the exact comments you have provided in OnTrack**.
Some General Tips and Reminders

• **Google Chrome** and **Firefox** web browsers tend to provide the best user experience for OnTrack.

• You can quickly search for one of your students in OnTrack using any of the following criteria:
  • U#/Student ID
  • Last Name
  • First Name
  • Partial name (a minimum of 3 letters)

• Student’s **PREFERRED NAME** is used and displayed in OnTrack (and in CLASSES).

• OnTrack is **updated on a nightly basis** and reflects changes or updates to student records and registrations (i.e., Add/Drop or Withdrawal) as of approximately 10pm the prior night.