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 FAQ:

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**.

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What Happens After I Raise a Flag or Kudos in OnTrack?

- For **Academic** and **Attendance Concerns**, the **student will receive an email notification** of your concern, **including the exact comments you have provided in OnTrack**. The **student's Advisor** will also receive an email 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 **email notification** of the Kudos, **including the exact comments you have provided in OnTrack**.

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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 10:00 p.m. the prior night.

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