

# 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?

Instructors who have **First Year students and/or Student Athletes** registered in their course(s) are asked to complete an APR through OnTrack at three designated points each semester, each of which is aligned with academic deadlines and milestones. We will be exploring a possible expansion of the APR student cohort in future semesters.

2. Can I use OnTrack to provide feedback about a student outside of the APR period? YES!!

While our APRs focus solely on our cohort of First Year and Student Athletes, faculty have the ability to view all students enrolled in their course(s) in OnTrack and share feedback for a 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 Blackboard).
- 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.