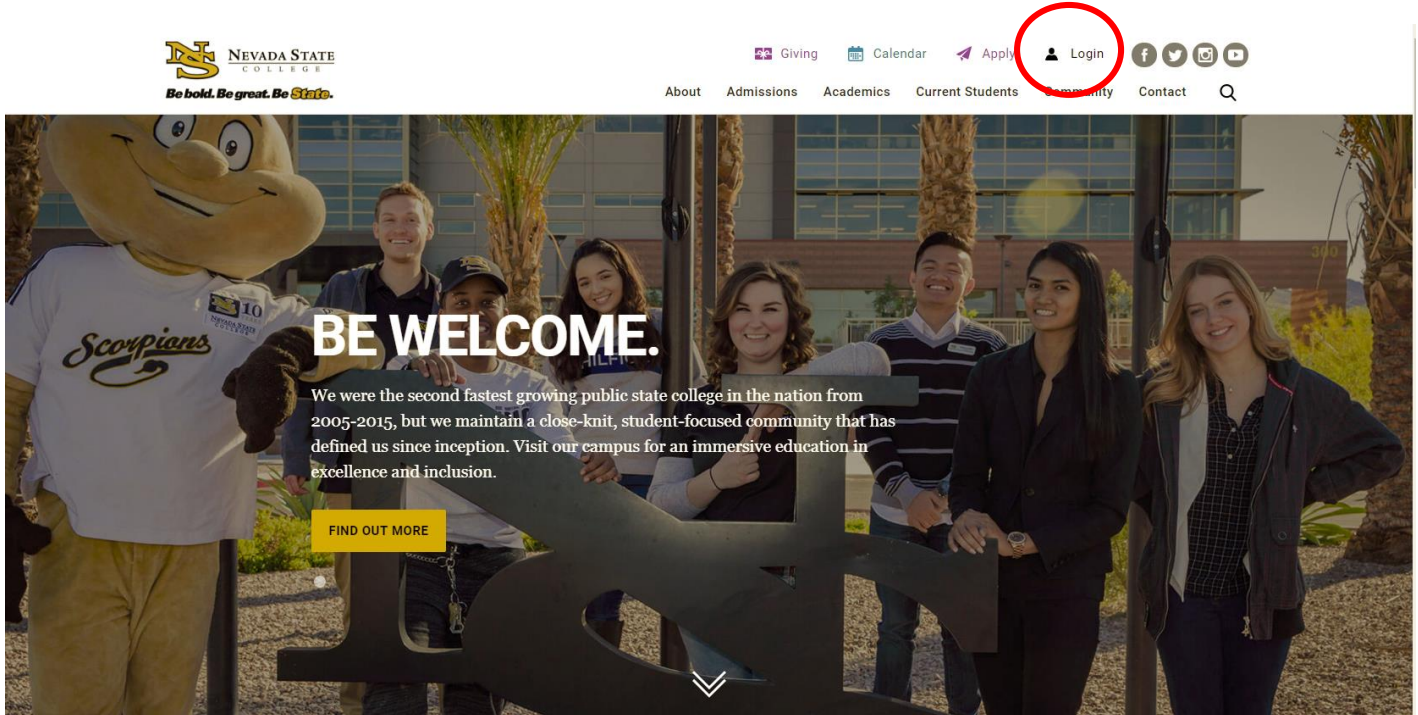


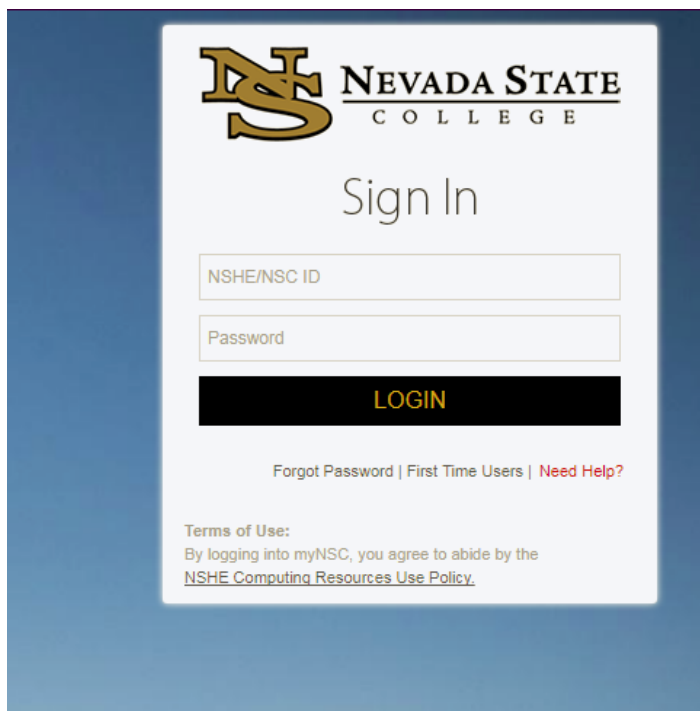


Please note that there are multiple ways to raise a flag for a student(s). For the simplicity of this guide, it will show you two ways.

Step 1: Go to the [NSC website](#) and click the Login icon at the top right hand of the screen.

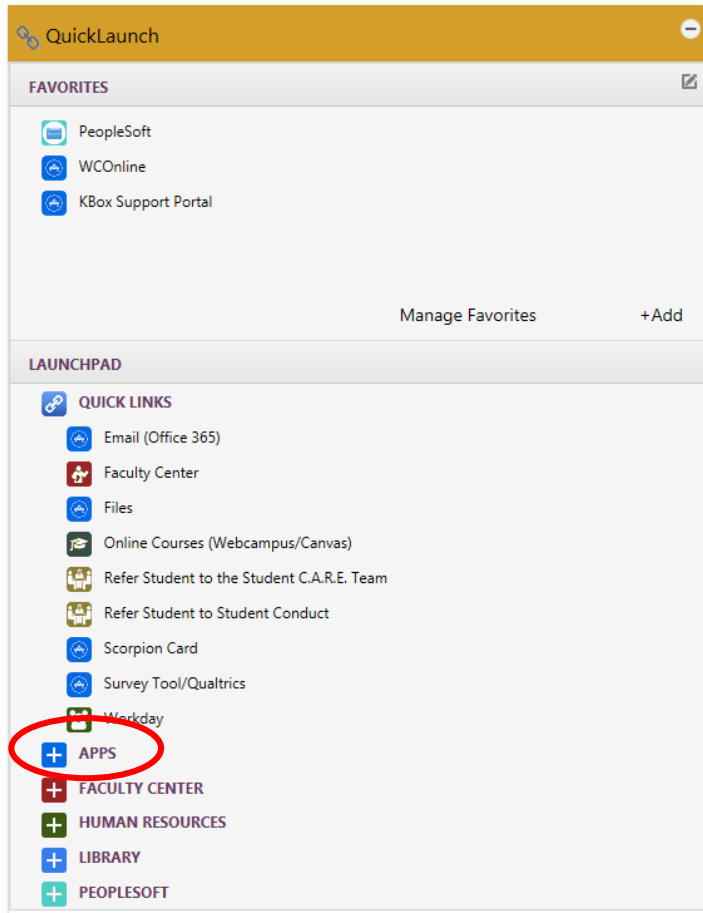


Step 2: Log in with your **NSHE Number** (student number) and **Password**

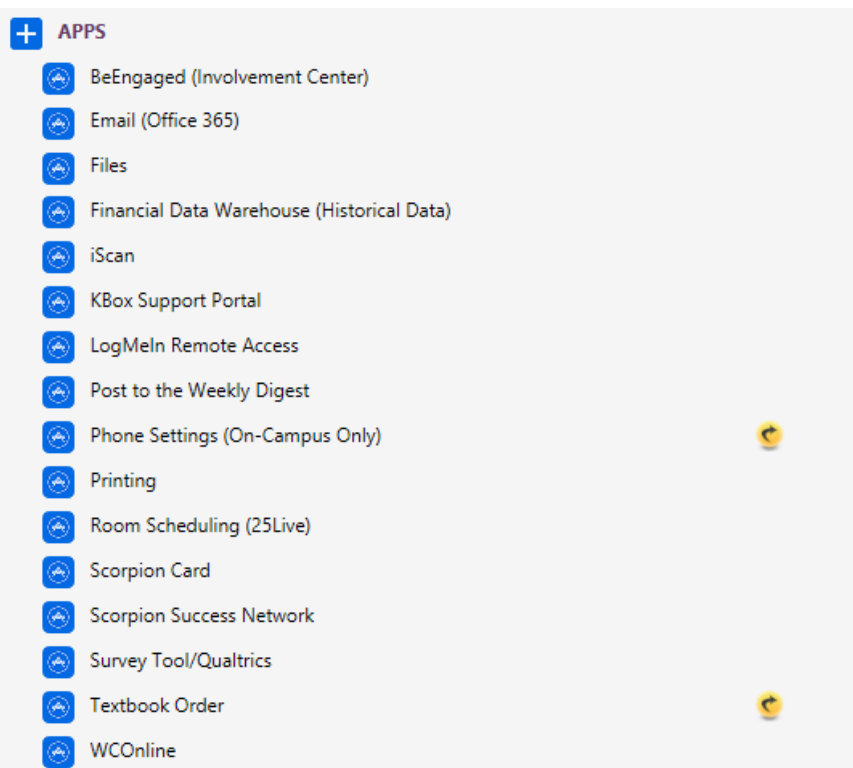




Step 3: Click on **Apps**

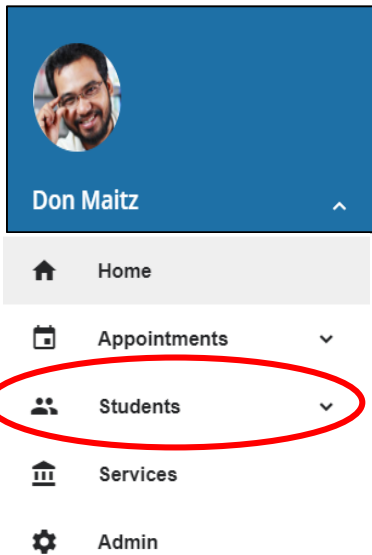


Step 4: Click on **Scorpion Success Network**. You can drag the Scorpion Success Network to your favorites section of the Quick Launch Section.

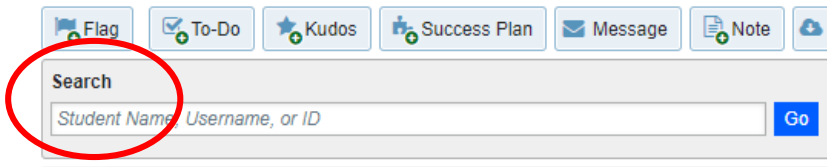




Step 5: Click “Students” as shown below

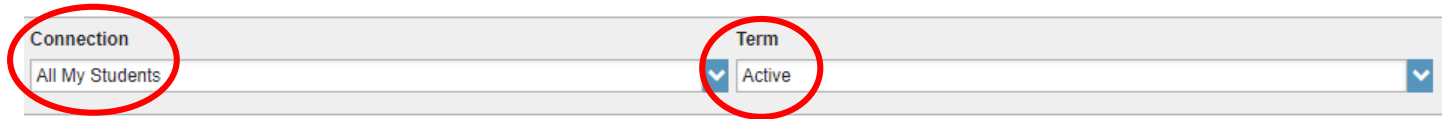


Step 6: You can search a specific student by searching by **Name** or **NSHE** Number

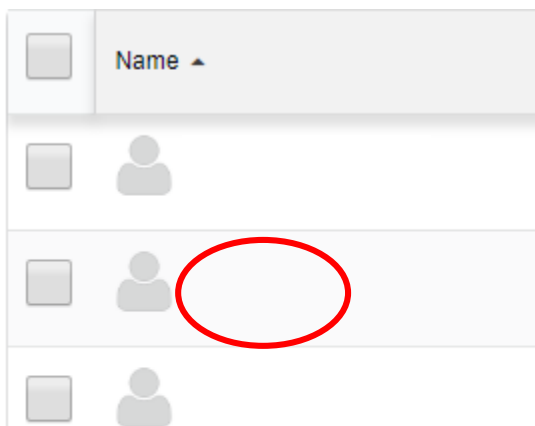


Step 6A: Another way you can search for a student is through **Connection** drop down menu
This can help you find the student that you currently have a **connection** with, such as being part of your classroom for the semester or other reasons that would mean an ongoing connection.

Step 6B: You can also search for a student through the **Term** drop down menu, if you would like to search a specific semester.

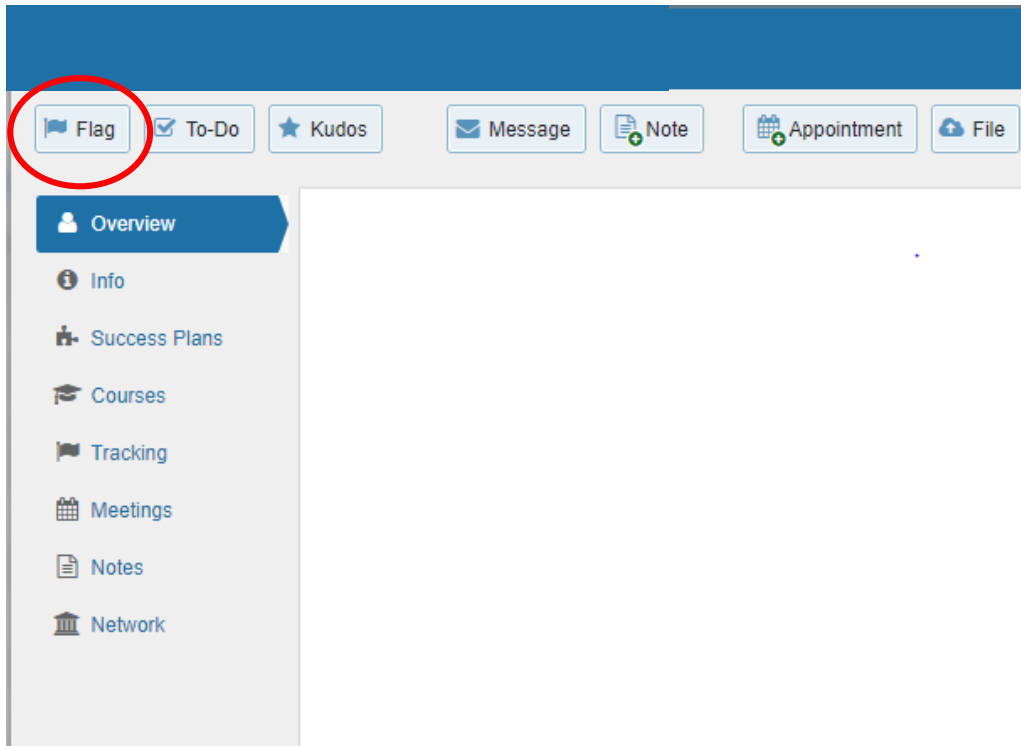


Step 7: Once you have found your student, you can click on their profile
Please Note: Student’s name will be displayed within the read circle, but for FERPA reasons we will need to keep the student’s information private.

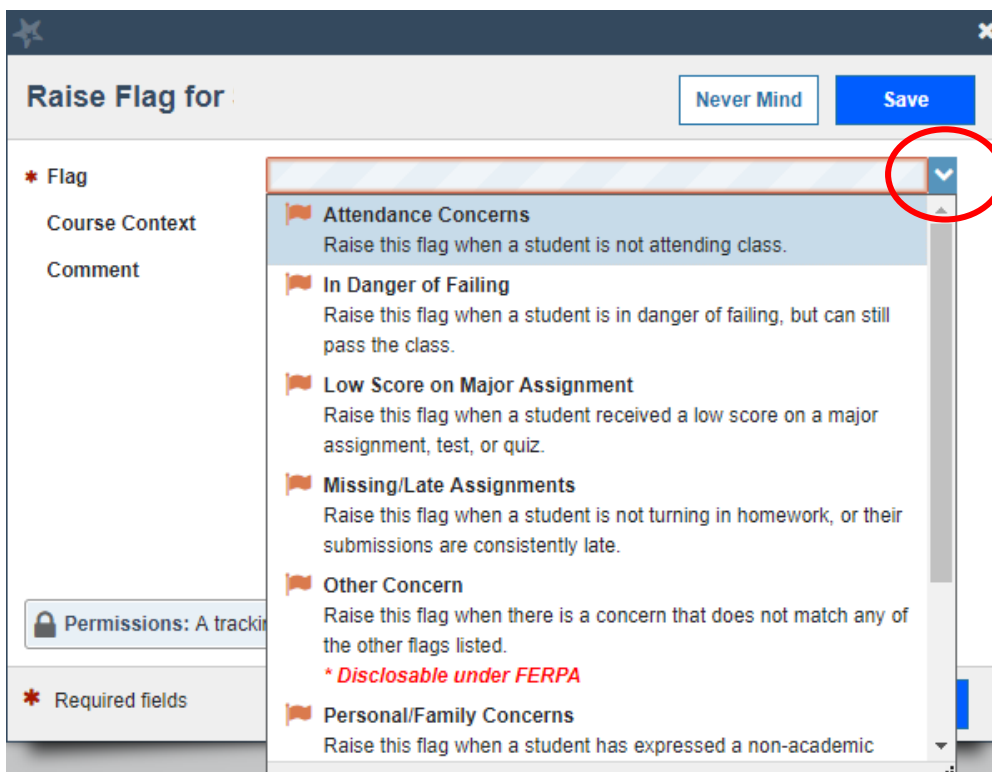




Step 8: Click **Flag**



Step 9: Select the appropriate flag that you would like to raise by clicking the drop down arrow.





Step 10: Once the flag is selected, select the specific course that corresponds with the course

Raise Flag for [Never Mind] [Save]

* Flag: Attendance Concerns

* Course Context: **No Course** (dropdown menu open showing: No Course, History of Japan (2195-HIST-449-O1-52076), Introduction to Ethnic Studies (2195-ETS-101-O1-51546))

Assignee: [?]

Comment: *Add comments indicating why the Flag item is being created.*

Student View: The student can view this item and the notes entered above.

Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- AAC Advisor
- Faculty Advisor
- Instructor

* Required fields [Never Mind] [Save]

Step 11: You can include more details about the selected concern if you would like, however this is **optional**. Once you have selected the required fields (Flag and Course Context), click save.

Raise Flag for [Never Mind] [Save]

* Flag: Attendance Concerns

* Course Context: Introduction to Ethnic Studies (2195-ETS-101-O1-51546)

Assignee: Unassigned, Me, Other Provider

Comment: *Add comments indicating why the Flag item is being created.*

Student View: The student can view this item and the notes entered above.

Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- AAC Advisor
- Faculty Advisor
- Instructor

* Required fields [Never Mind] [Save]