Clear a Flag

Step	Directions
1	Search for the student by typing their name in the top right corner search box
2	Once you generate the student, click on their name, which will open a pop-up box/folder for them
3	Select **Tracking** from the left toolbar, and you'll see all active flags for that student
4	When viewing the flag, hover over the icon to the left of the flag item name
5	Select **Clear** for the selected flag
6	Select a reason for clearing the flag
7	Add a comment detailing why you are clearing the flag and any valuable information you may have
8	Click "**Copy my comment**" to copy your above comment to the original flag raiser, or type a message with a more detailed "close the loop" comment that indicates to the flag raiser why the flag was cleared
9	If you are clearing a flag you did not raise, check the box to **Send a message to (flag raiser name)**
10	Click **Submit** to clear the flag and send the comment

UNC GREENSBORO
Students First Office