Faculty FAQs on IU FLAGS for Fall, 2013

Q: What is FLAGS?

A: FLAGS is Indiana University's Early Alert System, and it stands for **F**ostering **L**earning, **A**chievement, and **G**raduation **S**uccess. Once completed, the system will have several components allowing advisors and other campus support offices to recognize students at risk and provide a way to intervene and assist. A MAJOR key to the success of this system in assisting our students toward graduation is the completion of the **Student Performance Roster** by faculty. Your feedback about student performance concerns in your class is valuable information in any attempt to reach and assist struggling students.

Q: **What is this Student Performance Roster and what is my role?**

A: The Student Performance Roster will be made available to the instructor of each undergraduate class as of the second week of classes. There will be a link in Oncourse called SIS Performance Roster.
This roster is the mechanism for all faculty teaching undergraduate classes to submit feedback about students who might be attending sporadically, performing poorly on quizzes, not participating in class, etc. and then to recommend an action. As a faculty member, providing this feedback to advisors and students is a fundamental key to the success of the FLAGS system in helping our students succeed!

Q: Do students know how to check on whether they have received a 'flag' from a professor?

A: The Office of the Registrar is sending daily email communications to students who have been flagged. The email provides the class, instructor, and flag information. It also provides students the path to find all of the relevant information in their Student Center in the Student Information System.
B: The Council on Retention and Graduation (CRG) Steering Committee have been urging faculty to communicate the following to students, either through the course syllabus or as an announcement on Oncourse:

This semester I will be using IU's FLAGS System to provide real-time feedback on your performance in this course. Periodically throughout the semester I will be entering data on factors such as your class attendance, participation, and success with coursework, among other things. This information will provide feedback on how you are performing in the course and offer you suggestions on how you might be able to improve your performance.
You will be able to access this information in the student center: Onestart > Student Services page > Student Center > My Academics and Grades > My Grades.

The system is still fairly new (it was just piloted in Fall, 2011) and we are still cultivating awareness by both faculty and students. We would appreciate it if you could communicate your use of the tool to students in
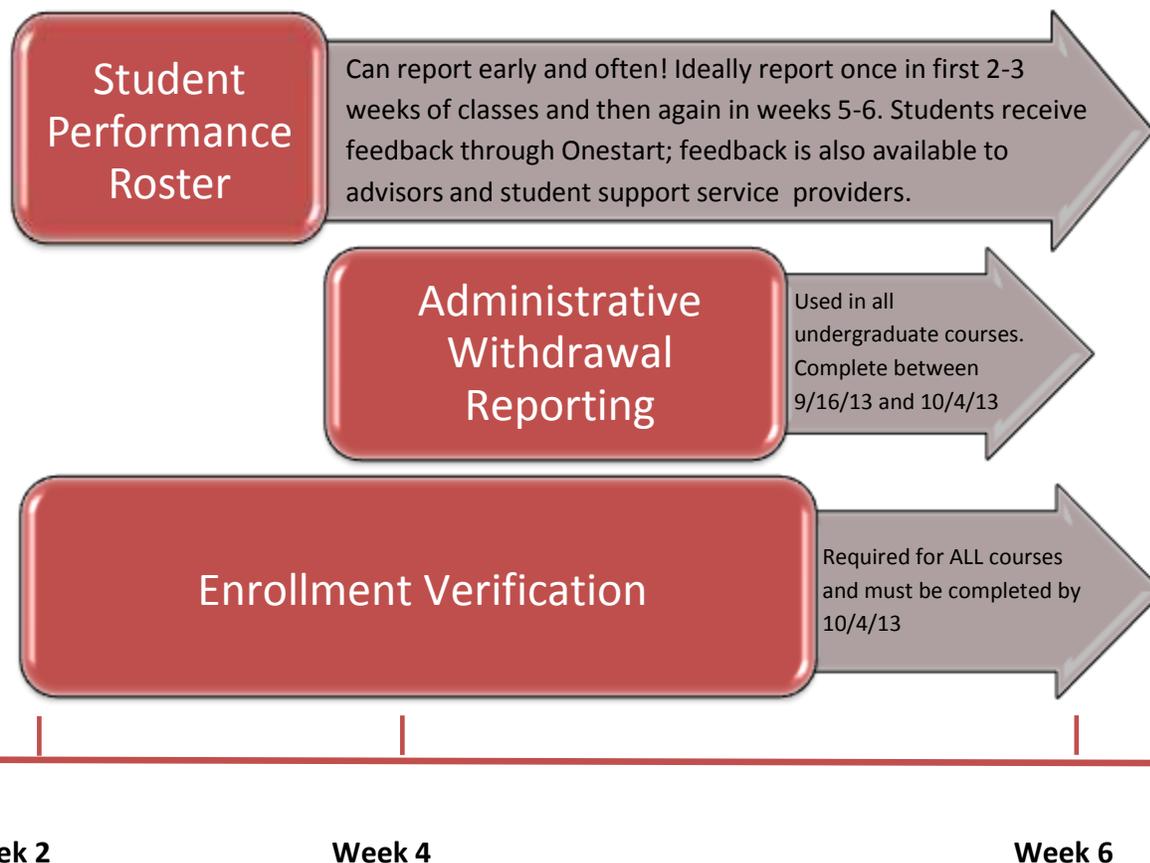
Q: I'm confused – when and what do I report about my students?

A: The nice thing about the FLAGS system is that it integrates different types of reporting that previously had been quite 'separate' (on different colored sheets of paper in the 'olden days', and on different electronic rosters in the recent past). Here's a quick synopsis, followed by a diagram that will hopefully help you!

1) The **student performance roster** allows you to report on how your students are doing (Are they attending? Have they failed to turn in assignments? Should they visit the Bepko Learning Center?) Ideally this should be done during the 2nd or 3rd week of classes (or as soon as you have 'data' that would enable you to provide a valid response). It can be done as often as you would like, but we recommend completing the student performance roster at least twice – once during the first few weeks of the semester, and then at least once between the 4th and 6th week of the semester (in Fall 2013, this means between September 16 and October 4).

2) In all undergraduate courses, administrative withdrawal may be requested under the 'Student Attendance' column since students enrolled in undergraduate courses are subject to the Administrative Withdrawal policy. Administrative Withdrawals must be requested via the student performance roster between September 16 and October 4.

3) By law, IUPUI must conduct **enrollment verification** for all students in all courses (undergraduate, graduate, and professional). Again, you use 'Student Attendance' on the student performance roster to comply. The deadline for verifying enrollment is October 4.

Here is a visual recap:

FLAGS: ONE SITE – THREE TOOLS

Student Performance Roster — Can report early and often! Ideally report once in first 2-3 weeks of classes and then again in weeks 5-6. Students receive feedback through Onestart; feedback is also available to advisors and student support service providers.

Administrative Withdrawal Reporting — Used in all undergraduate courses. Complete between 9/16/13 and 10/4/13

Enrollment Verification — Required for ALL courses and must be completed by 10/4/13

Week 2   Week 4   Week 6

Q: What happens after I use the student performance roster?

A: Students will be able to see the student specific feedback that you have provided through the 'My Grades' area in their Onestart Student Center. IUPUI is actively utilizing FLAGS data to support student success. Academic support centers including the Bepko Learning Center, Math Assistant Center, and University Writing Center are running reports to identify students who need support based on the instructor comments and are sending emails to those students about the academic support offered by the center.   Most academic units are working with student services staff to run reports on enrolled students with a focus on intervening through individual academic advising by faculty and staff. These efforts are being coordinated in consultation with the Council on Retention and Graduation Steering Committee. Questions about the FLAGS reports should be directed to the Office of the Registrar (Linda Hadley) at 274-5084.