How to Make Effective Flag Comments

- Remember, students see all comments when flags and referrals are made
- Provide comments that explain the problems the student is having
- Word your comments so that both your student and student support staff can understand the problem
- Avoid referring to a student’s status with the Center on Disability in a comment
- Avoid sarcasm – it can easily be misunderstood
- Feel free to be specific (i.e. test grades, assignments missing)
- Any comments you make should be something you would feel comfortable telling a student face-to-face

Examples of effective FLAG comments:

John, I want to make you aware that you are not attending this class regularly (this can mean that you are not putting in enough time preparing each week) and in the near future, you could be dropped for lack of attendance and or you may be in the position of failing this class. If you are having trouble in understanding the requirements of this class, please email me through the CANVAS portal.

Hi Matt, you're doing well in class and I'm delighted to be teaching you. That said I didn't receive a second homework from you and wanted to make sure you stay on track to reach your full potential. I’m looking forward to reading your forthcoming papers!

You have not registered for MyLabsPlus, a required part of this class. Please sign up as soon as possible.

I am concerned with your chronic lateness, today over an hour and a half late.

Susan, I have noticed some of your scores are on the lower side. You may want to come in to office hours, see a tutor for nutrition, and /or work with a study group to help you prepare for this week's exam.

Dan, I'm concerned about your work, lack of participation when we are doing in-class work, and your first reading test.

Tyrone, I'm concerned about your overall work and irregular attendance. Can we talk?

Samantha, you are at a 57% attendance rate out of 100%. Continued absences could negatively affect your performance in this course.

Joe, Quiz55.6 %, Please attend office hours for assistance

Frank, I am referring you to the Learning Lab for support in completing essays. I suggest you see a tutor before turning in your final draft of essays.

Examples of effective REFERRAL comments
Maria, I suggest you see an expert at the Learning Lab about test taking. You are an active participant in classroom discussions and show good understanding of course material. However, you scored very low on your first exam. I think you could benefit from tips for test prep and test taking.

David, it will be very helpful for you to talk with a counselor about appropriate class behavior as well as strategies to improve your chances of success.

Hi, Nia. I’m hoping that you can stop by the Counseling Office to check in with them about some of the issues we’ve discussed. Take care!

Allen, I am concerned about your attendance and your ability to balance work and school life. Talking with a counselor could help.

Kayla, I am suggesting you visit the Learning Lab for assistance based on the results from your ORION chapter 4 - carbohydrates work.

Joe, you are struggling with grammar and need some help mastering this skill. You have improved a bit, but I would like you to have a firmer grasp on the concepts. Take your grammar book to the lab to review with a tutor.

Sam, you struggled on the Fractions Quiz. Consider going to the learning lab for extra help. One on One tutoring or the workshops can really make a difference helping you polish off the parts you found particularly difficult.

Frank, I am taking advantage of CCP’s excellent counseling services. I believe they will be of help to you.

Rachel, I know you are having trouble with your living situation which makes it hard for you to attend class. Seeing a counselor about financial aid and housing may help you.