



SPARTAN SUCCESS NETWORK

How to Comment on a Student's "I'm Thinking about Withdrawing from a Course" Flag

1. After logging in to Spartan Success Network (SSN), find the student in your roster and click on their name to open their SSN folder.
2. Select the Tracking channel and hover over the orange Flag icon next to "I'm Thinking about Withdrawing from a Course."

The screenshot shows the 'Sample Student' profile page. On the left sidebar, the 'Tracking' channel is highlighted with a red circle. In the main content area, a table lists items, with one item titled 'I'm Thinking about Withdrawing from a Course' highlighted. A red arrow points from this item to a detailed view of the flag. In this view, the 'Comment' button is highlighted with a red circle.

3. Click on the Comment button and write a note. (The student cannot see this information unless you send a copy to them, but it is disclosable to the student under FERPA.)

*If you are the student's **instructor** for the course, please provide the following information:*

- The student's most up-to-date, overall grade in the course
- What proportion (e.g., percentage or points) of the course grades remain
- If you believe it is mathematically possible for the student to earn a 2.0 or 1.0 in the course

*If you are the student's **academic advisor**, please document your withdrawal discussion, which likely will include the student's:*

- Credit ratio (in the Overview channel)
- Credit load (full-time vs. part-time)
- Progression toward degree completion

The 'Create Note' dialog box contains the following elements:

- Buttons: 'Never Mind' and 'Submit' (highlighted with a red circle).
- Fields: 'Subject' (text input) and 'Note' (text area).
- Options: Three checkboxes for 'Send copy of note to yourself', 'Send copy of note to student', and 'Send copy of comment to flag raiser'.
- Footer: A red asterisk icon followed by 'Required fields', and 'Never Mind' and 'Submit' buttons.

4. Click the Submit button to record your comments.