1. In the Tracking tab, ensure that the View field is set to Inbox and the Connection is set to All My Students. Then click on the Add Filters button.

2. Select the Active Status and Created By Me radio buttons. Click on Submit.

3. Hover over the Tracking Item icon for a new window to appear. Choose one or more of the following options.
   - Click on Details to refresh your memory and see if any other follow-up has been done.
   - Click on Comment to simply provide an update.
   - Click on Clear to resolve the item and provide important data related to student success.