Track a Flag

1. Albert
   Log into Albert and go to the Faculty/Advisor tab.

2. Class or Grade Roster
   In the My Courses grid, click on a class roster or grade roster for a specific class.
   Note: Depending on the time frame, grade rosters may not be available.

3. Kudos/Flag
   In the NYU Connect column, click on the Kudos/Flag link next to a student to get to NYU Connect.
   Note: NYU Connect will open in a new window, so your pop-ups must be enabled.

4. NYU Connect
   If you have not set your home page to My Students, you will need to navigate there. Go to the menu at the top left.

5. My Students
   Select Students from the menu.
By default, the tracking page will only show active flags for your students.

Click the Edit Filters button to change what information displays on this page.

A few available filters are:
- Status: use to see active, resolved, or both flags
- Cohort (School): use to see only students from a specific school
- Attributes: used to highlight important information about students, for example if they live on campus or if they are an international student

Hover over a flag icon to see who cleared the flag and the reason. For the full history of the flag, click on the Details button.