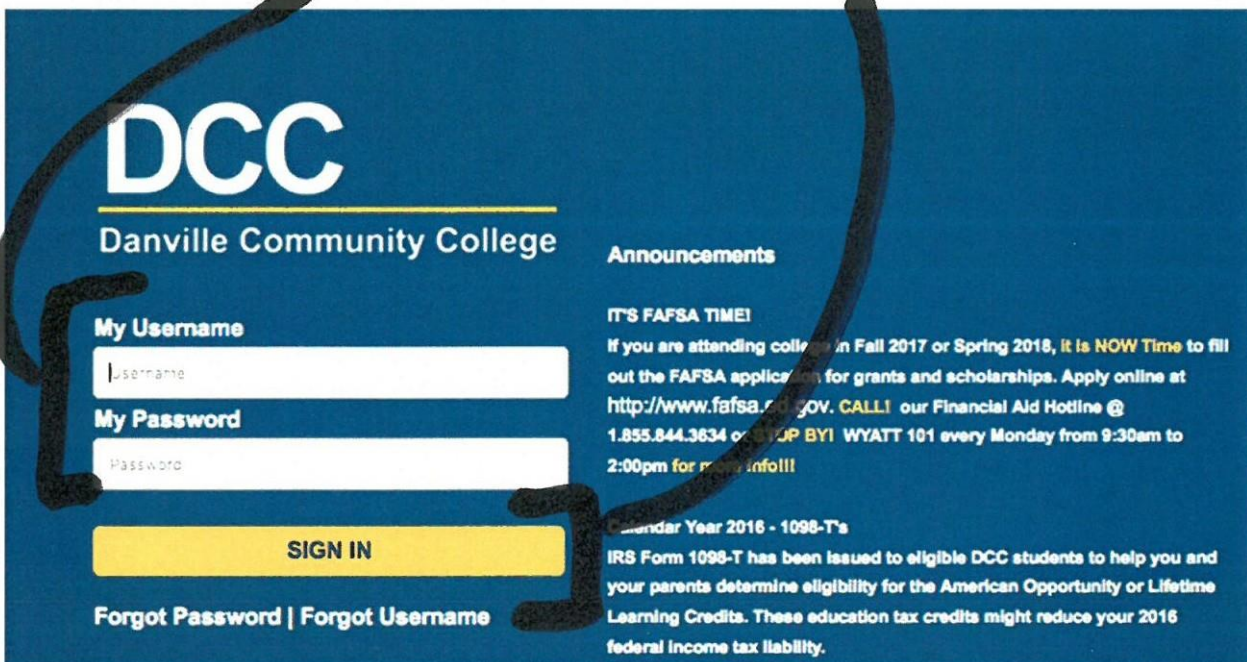


## How to Manually Raise "Never Attended" Flags and Other Flags/Kudos in SAILS

1. Click on the yellow "myDCC" tab on the DCC website



2. Enter your username and password; click the yellow "Sign In" button

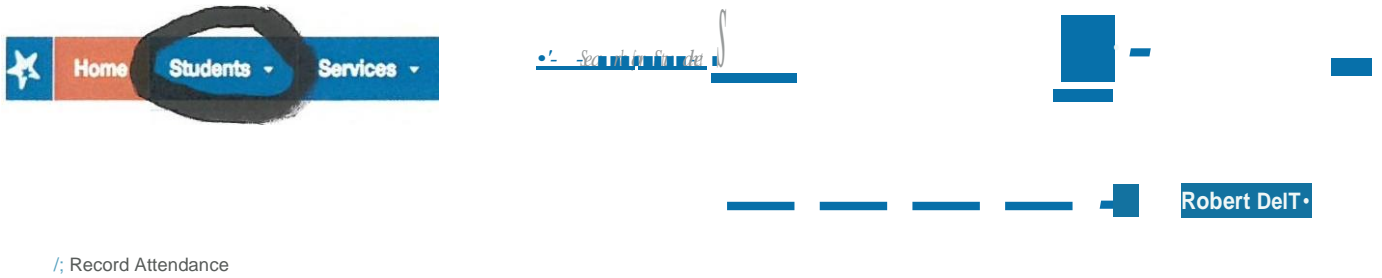


3. Click on the "SAILS" logo to access the SAILS system

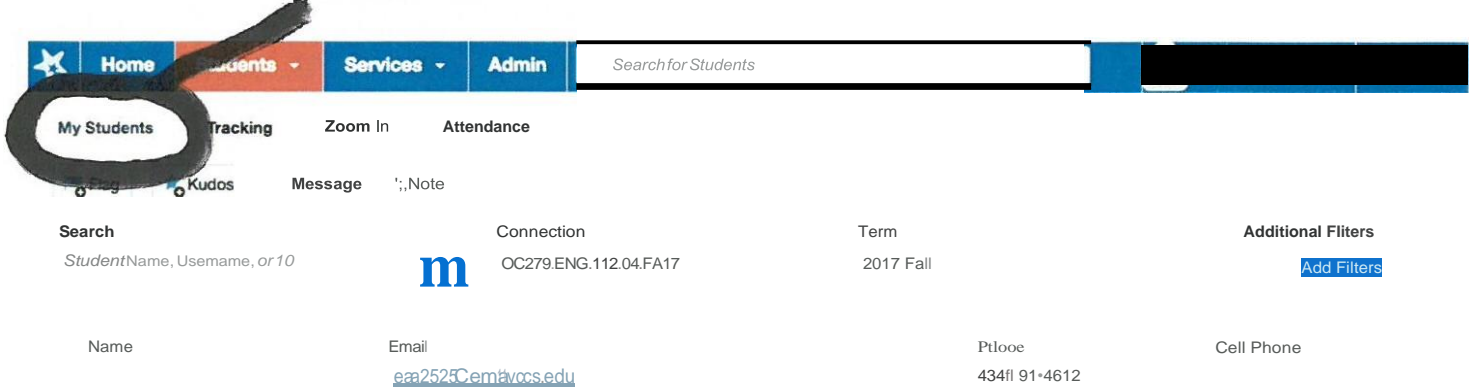


- Navigate

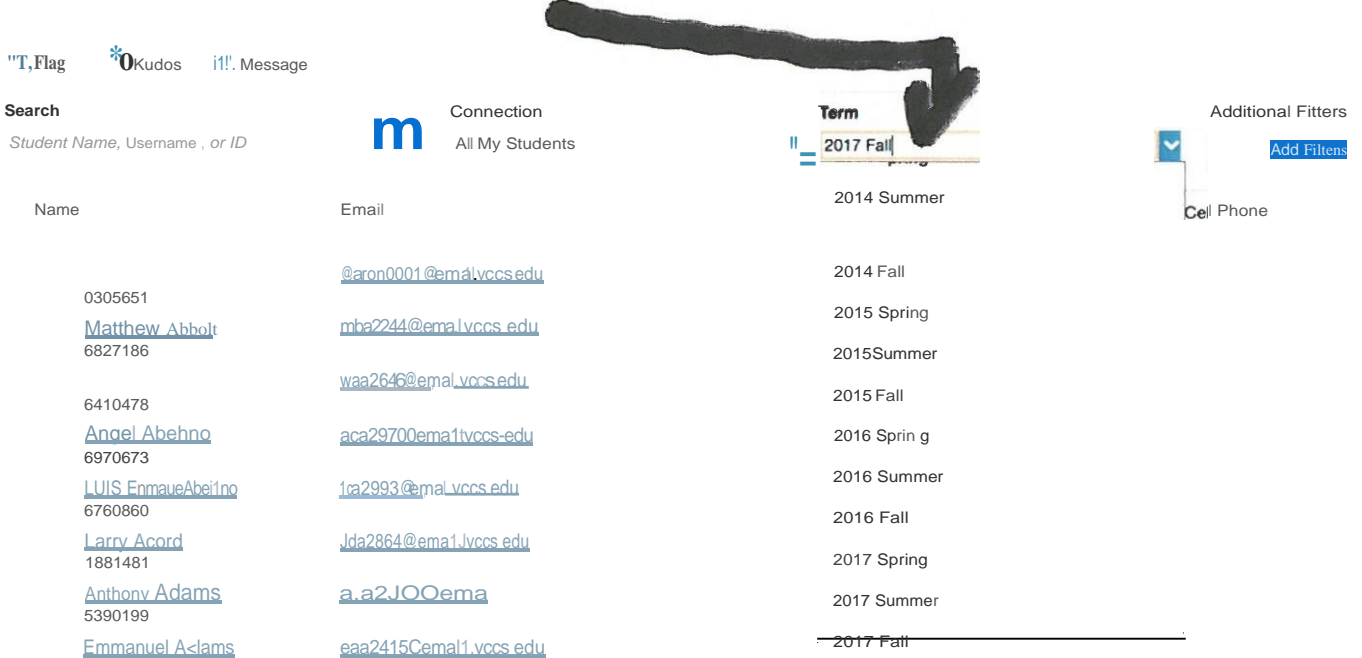
4. Click on the "Students" tab



5. Click on the "My Students" tab



6. Change the "Term" from All to Fall 2017 (scroll to the bottom of the list)



7. Select the course you want from the drop-down list under "Connection" (This will automatically populate the class roster)

T, Flag    Kudos    Message    Note

Search: Student Name, Username, or JD   Connection: All My Studen1   Term: 2017 Fall   Additional Filters: Add Filters

| Name   | Email                                   | Phone         | Cell Phone |
|--|---|---------------|------------|
| 0305651<br><a href="#">Matthew Abbott</a><br>6827186 | <a href="#">mabbott@vccs.edu</a>        | 434n 10-s.:01 |            |
| 6410478<br><a href="#">Angel AbenOO</a><br>6970673   | <a href="#">aabenoo@vccs.edu</a>        | 276/224-6883  |            |
| <a href="#">Luis Enmaue Abe'iro</a><br>6760860       | <a href="#">lca2993@ema</a>             | 434/429-6881  |            |
| <a href="#">Larry Acord</a><br>1881481               | <a href="#">lcla28640ema1lvccs.es.l</a> | 434/446-2993  |            |
| <a href="#">Anthony Adams</a><br>5390199             | <a href="#">ata230@ema1lvccs.edu</a>    | 434/441-1602  |            |
| <a href="#">Emmanuel Adams</a>                       | <a href="#">eaa24150_ema.l_vccs.edu</a> | 434/251-1855  |            |

8. Select the student(s) you want by checking the box in front of the name(s)

MyStudents   Tracking   Zoom In   Attendance

Flag    Kudos    Message    Note

Search: Student Name, Username, or ID   Connection: OC279.ENG.111.06.FA17   Term: 2017 Fall   Additional Filters: Add Filters

| Name  | Email                                  | Phone        | Cell Phone |
|---|--|--------------|------------|
| <input checked="" type="checkbox"/> <a href="#">Hosanna Blanchard</a> | <a href="#">hb249560emailvccs.edu</a>  | 434n 2a-5115 |            |
| <input type="checkbox"/> <a href="#">Dekera Bowman</a>                | <a href="#">dlb29290ema.l_vccs.edu</a> | 434n09-7056  |            |
| <input type="checkbox"/> <a href="#">Siheoane Gabrera</a>             | <a href="#">sic257@ema1lvccs.edu</a>   | 434/251-2839 |            |

9. Click on the "Flag" button (if you would like to send a Kudo, click on the "Kudos" button)

My Students   Tracking   Zoom In   Attendance

Flag    Kudos    Message    Note

Search: Student Name, Username, or ID   Connection: OC279.ENG.111.06.FA17   Term: 2017 Fall   Additional Filters: Add Filters

| Name   | Email                                 | Phone        | Cell Phone |
|--|---------------------------------------|--------------|------------|
| <a href="#">Hosanna Blanchard</a><br>6405382 | <a href="#">hb249560ema1lvccs.edu</a> | 434n 2a-5115 |            |
| <a href="#">Dekera Bowman</a><br>6685830     | <a href="#">dlb2929@ema1lvccs.edu</a> | 434n 09-7056 |            |
| <a href="#">Siheoane Gabrera</a><br>6969844  | <a href="#">sic257@email.vccs.edu</a> | 434/251-2839 |            |

10. Select the "Never attended" (Last one on the list) Flag (or whichever flag you would like to send)

**Raise Flag for Blanchard, Hosanna** Never Mind Save

\* **Flag**

Course Context *• Disclosable under FERPA*

Comment

**In Danger of Failing**  
Raise this flag if a student is in danger of failing your class and requires immediate intervention.  
*• Disclosable under FERPA*

**Low Participation**  
Raise this flag if you have concerns about a student's low participation in class.  
*• Disclosable under FERPA*

**Low Quiz/Test Scores**  
Raise this flag if you have concerns about a student receiving low scores on quizzes or tests.  
*• Disclosable under FERPA*

**Never Attended**  
Raise this flag for students who have never attended the course section.  
*• Disclosable under FERPA*

11. Select your course from the "Course Context" list

**Raise Flag for Blanchard, Hosanna** Never Mind Save

\* **Flag**

• **Course Context**

Comment

**Never Attended**

**No Course**

**No Course**

B business Mathematics I (DC279B US.121.50.FA17)

College Composition I (DC279 .EN G . 1 1 1 .0 6 .FA 17)

College Success Skills (DC279.SDV.100.03.FA17)

Introduction To Business (DC279.BUS .100.H2.FA 17)

Survey of Economics (DC279.ECO.120.H 1.FA17)

12. Add a comment to the student if you would like

## Raise Flag for Blanchard, Hosanna

Never Mind

Save

- Flag Never Attended
- Course Context College Composition I (DC279.ENG.11106.FA17)
- Comment *Add comments indicating why the Flag item is being created.*

13 Click the blue "Save" button (if you do not click Save, the flag will not be raised)

## Raise Flag for Blanchard, Hosanna

Never Mind

Save

- \* Flag Never Attended
- \* Course Context College Composition I (DC279.ENG.111.06.FA17)
- Comment *Add comments indicating why the Flag item is being created.*

Repeat steps 7-13 for your other classes if needed. If you have any questions, please let me know ([rderr@dcc.vccs.edu](mailto:rderr@dcc.vccs.edu) or 797-8497)