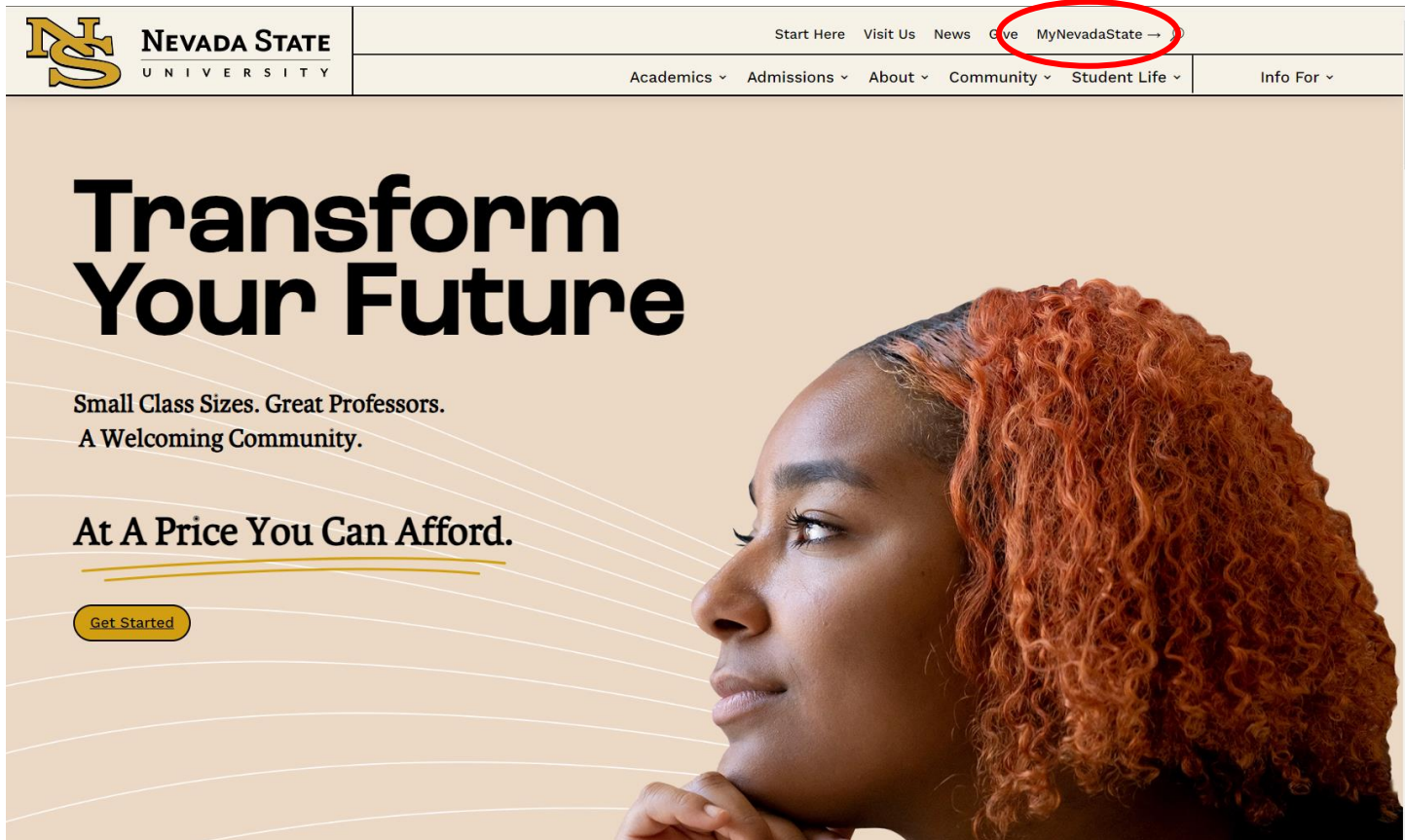
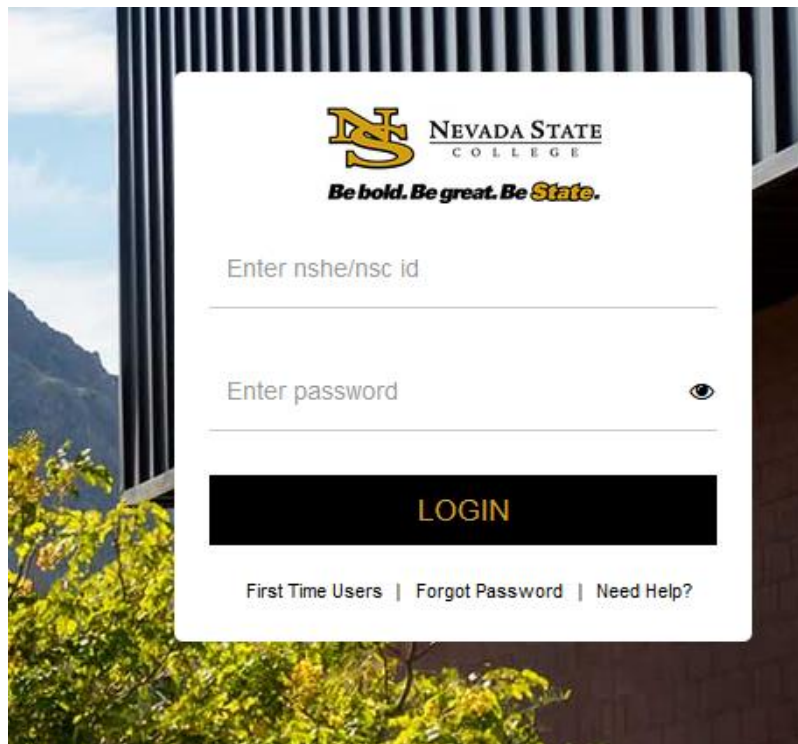




Step 1: Go to the [NSC website](#) and click on MyNevadaState at the top right hand of the screen.

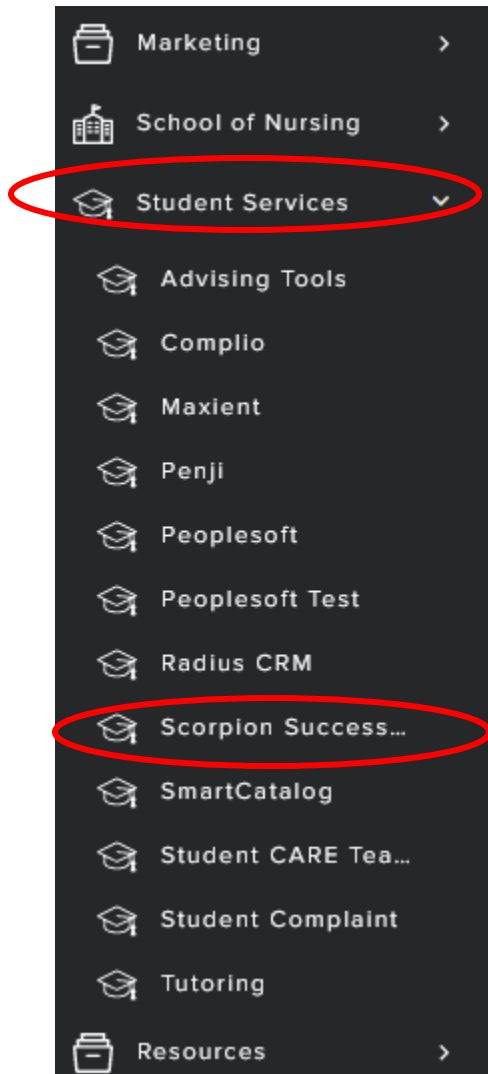


Step 2: Log in with your **NSHE Number** and **Password**





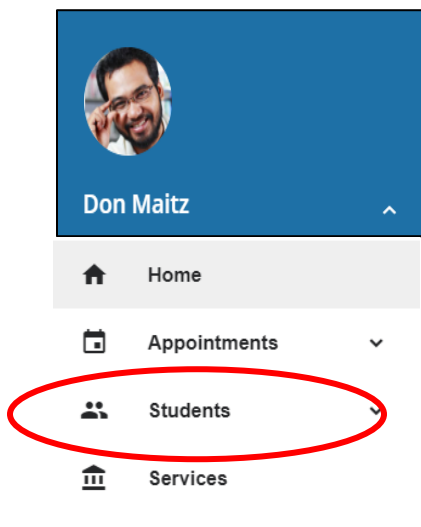
3. Click on **Student Services** and then click on **Scorpion Success Network**



Step 4: Click on the three lines the left side of the screen



Step 5: Click **Students** as shown below





Step 6: You can search a specific student by searching by **Name** or **NSHE** Number

The image shows a search bar interface. At the top, there are several buttons: Flag, To-Do, Kudos, Success Plan, Message, Note, and a partially visible 'C'. Below these buttons is a search bar with the label 'Search' and a placeholder text 'Student Name, Username, or ID'. A blue 'Go' button is located to the right of the search bar. The search bar and its label are circled in red.

Step 6A: Another way you can search for a student is through **Connection** drop down menu

This can help you find the student that you currently have a **connection** with, such as being part of your classroom for the semester or other reasons that would mean an ongoing connection.

Step 6B: You can also search for a student through the **Term** drop down menu, if you would like to search a specific semester.

The image shows a filter interface. There are two dropdown menus. The first is labeled 'Connection' and has a value of 'All My Students'. The second is labeled 'Term' and has a value of 'Active'. Both dropdown menus are circled in red.

Step 7: Once you have found your student, you can click on their profile

**Please Note: Student's name will be displayed within the read circle, but for FERPA reasons we will need to keep the student's information private.**

The image shows a list of student profiles. Each profile has a small square icon on the left and a larger circle on the right. The circle is highlighted with a red circle. The list is titled 'Name' with a small upward arrow.

Step 8: Click **Flag**

The image shows a student profile interface. At the top, there is a blue header bar. Below it, there are several buttons: Flag, To-Do, Kudos, Message, Note, Appointment, and File. The 'Flag' button is circled in red. Below the buttons is a sidebar with a list of options: Overview, Info, Success Plans, Courses, and Tracking. The 'Overview' option is selected and highlighted in blue.



Step 9: Select the appropriate flag that you would like to raise by clicking the drop down arrow.

The screenshot shows the 'Raise Flag for' form. The 'Flag' dropdown menu is open, displaying a list of flag options. A red circle highlights the dropdown arrow icon. The options listed are:

- Attendance Concerns**  
Raise this flag when a student is not attending class.
- In Danger of Failing**  
Raise this flag when a student is in danger of failing, but can still pass the class.
- Low Score on Major Assignment**  
Raise this flag when a student received a low score on a major assignment, test, or quiz.
- Missing/Late Assignments**  
Raise this flag when a student is not turning in homework, or their submissions are consistently late.
- Other Concern**  
Raise this flag when there is a concern that does not match any of the other flags listed.  
*\* Disclosable under FERPA*
- Personal/Family Concerns**  
Raise this flag when a student has expressed a non-academic

Other form elements visible include 'Course Context', 'Comment', 'Permissions: A tracking item', and 'Required fields'.

Step 10: Once the flag is selected, select the specific course that corresponds with the course

The screenshot shows the 'Raise Flag for' form with the 'Flag' set to 'Attendance Concerns'. The 'Course Context' dropdown menu is open, displaying a list of course options. A red circle highlights the dropdown arrow icon. The options listed are:

- No Course
- No Course
- History of Japan (2195-HIST-449-O1-52076)
- Introduction to Ethnic Studies (2195-ETS-101-O1-51546)

Other form elements visible include 'Assignee', 'Comment', 'Student View', 'Permissions', and 'Required fields'.



Step 11: You can include more details about the selected concern if you would like, however this is **optional**. Once you have selected the required fields (Flag and Course Context), click save.

★

Raise Flag for

Never Mind

Save

★ Flag

Attendance Concerns

★ Course Context

Introduction to Ethnic Studies (2195-ETS-101-O1-51546)

Assignee ?

☒ Unassigned

☐ Me

☐ Other Provider

Comment

Add comments indicating why the Flag item is being created.

🔒 Student View: The student can view this item and the notes entered above.

🔒 Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

☒ AAC Advisor

☒ Faculty Advisor

☒ Instructor

★ Required fields

Never Mind

Save