

Flags Setup

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Tool Search: Flags Setup

The Flags Setup tool allows schools and districts to assign indicators to a student for particular programs, alerts, or notices that may assist with the student's success in school. Any number of flags can be created for a school or district, and any number of flags can be assigned to a student.

Flags Setup ☆

Save Delete New Convert To Program

Name	Code	Flag
504	504	██████
After School Care	ASC	██████
Carpool	CAR	██████
Custody Restriction	CRM	██████
Gifted		██████
Hall Monitor		██████
Hockey Eligibility		██████
Legal		██████
NHS		██████
No Phone at Home	NP	██████
Peer Mediator	PMD	██████
Peer Tutor	PTUT	██████
Safety Patrol		██████
Student Council	SC	██████
Volunteer	vol2012	██████

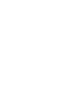
Flags Detail

Name: After School Care Active

Code: ASC State Reported

Description: This flag is to notify staff when a student attends the after school program

Flagged **Contact** **POS Display** **Special Ed**

Flag Image:            

Flag Color:  **Flag Preview**: 

Flags Setup Tool

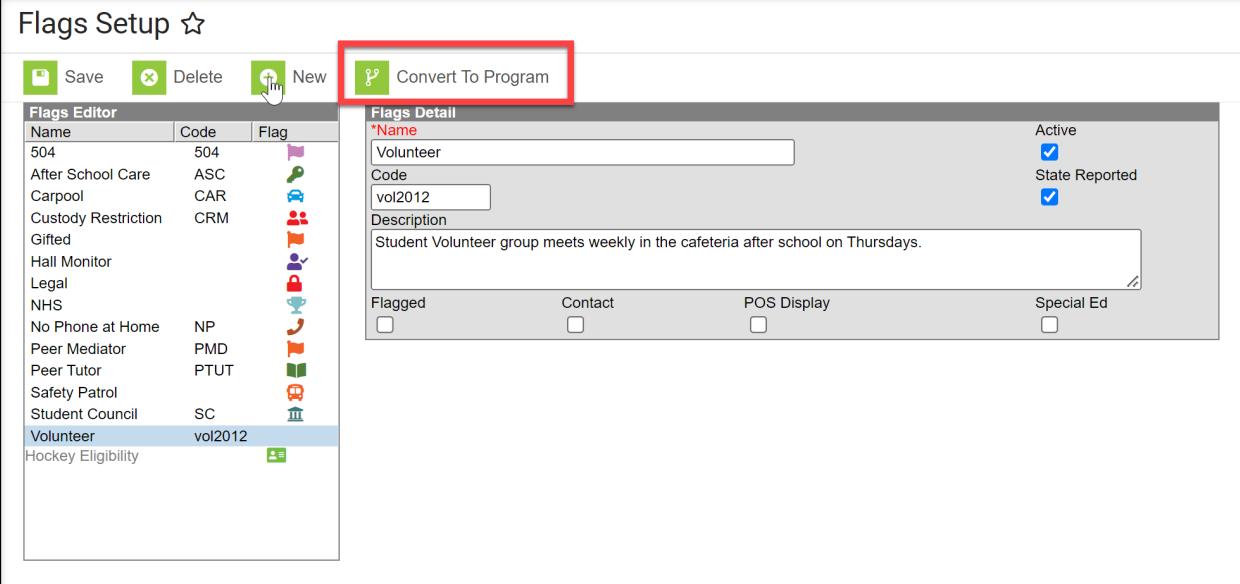
Create Flags

1. Select the **New** icon. A **Flag Detail** editor will appear to the right.
2. Enter the **Name** of the flag.
3. Enter a **Code** for the flag. This code can be a district-defined code or a state-defined code.
4. Enter a **Description** of the flag.
5. Mark the **Flagged** checkbox if this flag should display next to the student's name. If yes, then select a **Flag Image** and a **Flag Color**. There are 30 images and 12 colors to choose from.
6. Mark the other checkboxes (Contact, POS Display, Special Ed, State Reported) if applicable to this flag.
7. Select a **Flag Image** to appear next to a student's name when this flag is assigned. This image will only display if flagged is selected.
8. Click the **Save** button when finished. The new flag will appear in the **Flags Editor** tree.

Flags are assigned to students either manually on the [Student Flags](#) tool or using the [Batch Assignment Tool](#).

Convert To Program

If there are flags that would be better suited to be programs, use **Convert to Program**. This option requires the user to have full tool rights to (RWAD) to Program Admin > Flags.



The screenshot shows the 'Flags Setup' interface. On the left is a 'Flags Editor' table with columns for Name, Code, and Flag. A row for 'Volunteer' is selected, highlighted with a blue background. On the right is a 'Flags Detail' form. At the top of the detail form is a 'Convert To Program' button, which is highlighted with a red box. The 'Flags Detail' form contains fields for Name (Volunteer), Code (vol2012), and Description (Student Volunteer group meets weekly in the cafeteria after school on Thursdays). There are also checkboxes for Active (checked), State Reported (checked), and several participation status checkboxes (Flagged, Contact, POS Display, Special Ed).

Convert to Program

NOTE: When a flag is converted to a program, the Sessions checkbox cannot be added.

1. Click the **Convert to Program** button. A warning message displays explaining what happens, as follows:
 - The image associated with the flag no longer displays next to the student's name.
 - User warnings associated with the student are erased.
 - Participation details move to the Program Participation > Programs tool.
2. Click **OK** to continue the conversion process. A confirmation message displays. The flag that was converted no longer displays in the Flags Editor; it is visible in the [Programs](#) editor.

After the conversion, if there was a flag image associated with the flag that is now a program the image no longer displays next to the student's name. The program is listed in the [Program Participation Programs](#) editor. All other data entered as part of the flag converts to the equivalent program data fields.