

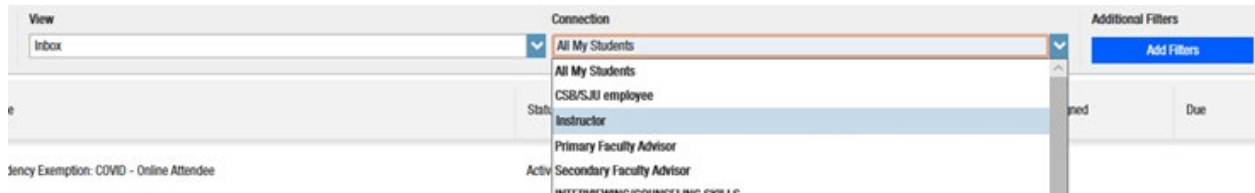
How does one know if their student has been granted Residency Exemption?

Start by going to the Menu at the top left of your screen.

- Go to Students.
- Then go to Tracking.



- Make sure that your VIEW menu is set to "Inbox".



- You can see all active items for your students in this view.

If there are several items or different flags, use additional filters to limit the view to just the flag you want to see. The filtering tools allow you to limit the list to those with a particular flag/high five and so forth.

Filtering Tracking Items: One can filter their student list on the Tracking Tab

- Go to Students – Tracking Items
- Adjust the "My Connections" to your Instructor Relationship. Adjust Term to Active
- Then use Additional Filters:
 - Tracking Items: Look for Active Items
 - Select Flag for the Tracking Type
 - Select the Item Name You Are Looking for: Residency Exemption: COVID – Online Attendee
- The list of students in courses who have been granted this exemption for whom you are an instructor will display.

IMPORTANT NOTE: You will only see filtering options that will produce results. This means that you will only be able to see flags to filter by that are assigned to students with the connection you are using. If none of your connections have a Residency Exemption: COVID – Online Attendee flag, you will not see that as an option to filter.

Helpful tip: You can watch your "recent changes" on your Home Page in the hive for new items that may be raised...

