

### **Steps to flag a student in need of support**

1. Access the Progress Report link in the email distributed by UofM Early Intervention (ssccampus@memphis.edu)
2. Select "Yes" for at risk to fail in order to flag each student that needs support
3. Select the appropriate Alert Reason
4. Click "Submit only marked students (I'm not done)"

**NOTE:** Additional reminders will be sent weekly. By only flagging those currently at risk, you can return later to flag additional students if/when issues arise. **DO NOT** use the "Submit unmarked students as not At-Risk (I'm all done)" submission option until the final week of Early Intervention (Sept. 14-18) as this will close your progress report out.

If you have any issues with the Early Intervention Progress Report or cannot locate the link that was emailed to you, you can use the process outlined [HERE](#) to issue an ad hoc progress report.