

Faculty Center Student Performance Roster

Overview

NOTE: This guide provides information for the Student Performance Roster in the Faculty Center of SIS. For guidance on using the new Student Engagement Roster (SER) to submit student feedback and attendance information, visit the IU FLAGS website at <http://flags.iu.edu>.

Each component of each class taught has a Class Roster and a Student Performance Roster. Some campuses also use a Grade Roster. This job aid addresses the use of the Student Performance Roster. Faculty feedback on these rosters is critical for two purposes: submitting attendance information to the Registrar by established deadlines is required by faculty policy for institution compliance with federal Financial Aid regulations, and, additional performance feedback is critical to student engagement, learning, achievement, persistence and graduation.

Student performance rosters will be available in the Faculty Center.

Student Performance Rosters are available to update for classes in the current semester. Updates can be made to the rosters on the first day of classes (includes nonstandard terms, second eight weeks, etc.) through the beginning of final grade roster production though many campuses do not expect any initial feedback until week 2. Campuses will notify faculty on expectations for initial feedback. From the final grade roster production date until the end of the corrected grades period, the Student Performance Rosters are available as view only.

The Student Performance Roster will display all students in the class including those who have added or withdrawn from the course since the roster was created. It will also display the student's most recent status (enrolled, dropped, or withdrawn). At the top of the page, this roster will show when it was last submitted.

Faculty can assign grade proxies (only at Bloomington, IUPUI, and Kokomo campuses) and enrollment assistants to grade the student performance rosters for them.

Updates to the student performance rosters can and should be made, saved and submitted multiple times, whenever there is new student performance data. Submitting a roster (with changes) sends the data to the Student Center so students can view it on their *View My Grades* page. Submitting a roster by using the **Submit without changes** button does not update the Student Center.

Certain faculty and staff will have access to this information. Depending on the student's campus and/or program, they may follow up with the student about any concerns that are raised.

There is additional information available on the IU FLAGS website at <http://flags.iu.edu>.

Steps

Student Performance Roster in the Faculty Center

1. Navigate to: one.iu.edu.
2. Click **Sign In** and enter your **Username**, **Passphrase**, and method of Two-Step authentication.
3. In the **Search** box, type "**FLAGS**."

Faculty Center Student Performance Roster

4. Click on the **FLAGS Student Performance Roster** (SIS All IU Campuses) task.

The *Faculty Center* in SIS is displayed.

Fall 2015 | Bloomington [change term or campus](#) [click here to go to Oncourse](#)

Select display option: Show All Classes Show Enrolled Classes Only Show Only Primary (Graded) Sections

My Teaching Schedule > Fall 2015 > Bloomington

Class Roster	Grade Roster	Roster Status	Student Performance Roster	Student Performance Roster Status	Grade Proxy	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster			Student Performance Roster	Available on October 19, 2015	Grade Proxy	EDUC-X 159 (35612)	CONNECTING WITH CAMPUS RESRCES (Lecture)	8	MoWe 1:00PM - 2:15PM	Teter Quad (TE)	F258	Oct 19, 2015- Dec 18, 2015
Class Roster	Grade Roster	Not Submitted	Student Performance Roster	Last updated on August 11, 2015	Grade Proxy	SWK-S 102 (12292)	DIVERSITY IN A PLURALISTIC SOC (Lecture)	30	TuTh 2:30PM - 3:45PM	Ballantine Hall (BH)	233	Jul 29, 2015- Dec 18, 2015
Class Roster			Student Performance Roster	Last updated on August 11, 2015	Grade Proxy	SWK-S 141 (6333)	INTRODUCTION TO SOCIAL WORK (Lecture)	24	TuTh 1:00PM - 2:15PM	Ballantine Hall (BH)	233	Aug 24, 2015- Dec 18, 2015
Class Roster			Student Performance Roster	Last updated on August 12, 2015	Grade Proxy	SWK-S 221 (6334)	HUM GRWTH & DEV IN SOC ENVRMNT (Lecture)	13	ARR	Web-based Class (WB)	WEB	Aug 6, 2015- Dec 18, 2015

Two Student Performance columns display on the Teaching Schedule. If these columns do not exist, the roster is not available for this class either because it is outside of the valid time period or there is no enrollment in the class. The Student Performance Roster will be available on the first day of class. This includes nonstandard terms, second eight weeks, etc.

The **Student Performance Roster Status** column indicates when the roster was last saved or submitted.

The values for **Student Performance Roster Status** are:

- **Please Update!** - if the roster is available and hasn't been updated yet
- **Last Updated (date)** – if the roster was saved or submitted already
- **Available on (date)** – if the roster is not available yet, not available until day after drop retain date in academic calendar for the class's session

Student Performance Rosters are created for all students. For graduate students, this roster will only be used to track and display attendance values.

5. Click [Student Performance Roster](#) for the desired class.

Student performance rosters have three tabs: *Student Summary*, *Assessments* and *My Flagged Students*. The *Student Summary* tab displays a list of all the students in a class. The *Assessments* tab shows one student at a time. To view all students, click the **View All** button to the left of the arrows. The *My Flagged Students* tab allows you to more easily work with a smaller population from your entire roster. This tab displays any students whom you have checked in the **Select** column on the *Student Summary* tab, any previously saved flags, and any previously submitted flags.

Faculty Center Student Performance Roster

Student Summary | Assessments | My Flagged Students

Student Performance Roster

REMINDER: Click the "Save" button while you are working on your roster. When you want to submit the values to the student center, click the "Submit" button. You can "Submit" your roster multiple times throughout the term.

[View FERPA Statement](#)

SWK-S 141 INTRODUCTION TO SOCIAL WORK
Lecture (6333)
Fall 2015 | Regular Academic Session | Bloomington | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 1:00PM - 2:15PM	Ballantine Hall (BH) 233	Joe Instructor	08/24/2015 - 12/18/2015

Return to My Schedule | Save | Submit without changes | Submit | last submitted on 08/10/2015

Assign Grading Proxy | Set blank attendance to attending | Load from File

Enrolled

Select	ID	Name	Academic Program/Plan	Academic Level	Enrollment Status	Attendance	Trends	Flags	Recommended Student Actions	Last Saved On	Submitted
<input type="checkbox"/>	000-██████		University Div Pre-Social Wk - Social Work BSW	Freshman	Enrolled	Attending		Classroom behavior	Meet with teaching assistant	08/12/15 5:48PM	<input type="checkbox"/>
<input type="checkbox"/>	000-██████		University Div Pre-CollArts&Sc - Psychology BA	Freshman	Enrolled		Increased level of risk	Low discussion section scores	Meet with advisor	08/10/15 4:43PM	<input type="checkbox"/>
<input type="checkbox"/>	000-██████		University Div Undergraduate - Exploratory Baccalaureate	Freshman	Enrolled			Low discussion section scores	Attend campus help-reading	08/10/15 3:55PM	<input type="checkbox"/>
<input type="checkbox"/>	000-██████		Public Health Undergraduate - Tourism Hospitality & Evtnt Mgt BSR	Sophomore	Enrolled		Increased level of risk			08/10/15 5:24PM	<input type="checkbox"/>
<input type="checkbox"/>	000-██████		University Div Pre-CollArts&Sc - Psychology BA	Freshman	Enrolled			Does not participate in class	Meet with advisor	08/10/15 2:32PM	<input type="checkbox"/>
<input type="checkbox"/>	000-██████		University Div Pre-Education - Social Studies Educ BSED	Sophomore	Enrolled	Attending	Increased level of risk	Low discussion section scores	Meet with advisor		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	000-██████		University Div Pre-CollArts&Sc - Interior Design BS	Freshman	Enrolled						<input type="checkbox"/>
<input type="checkbox"/>	000-██████		University Div Pre-Social Wk - Social Work BSW	Sophomore	Enrolled	Attending	No longer at risk			08/12/15 5:48PM	<input type="checkbox"/>
<input type="checkbox"/>	000-██████		University Div Pre-Social Wk - Social Work BSW	Freshman	Enrolled						<input type="checkbox"/>

NOTE: If the roster is for an online class through IU Online and has students from different campuses in the class, a new **Student Campus** column will appear. See the next screen shot. This column will not appear for online classes where all of the students are from the campus offering the class.

INTELE 200 CULTURE AREAS & ETHNIC GROUPS
Lecture (29044)
Spring 2014 | Regular Academic Session | East | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
AFRR	Web-based Class (WB) WEB	Joe Instructor	01/13/2014 - 05/05/2014

Return to My Schedule | Save | Submit | last submitted on

Set blank attendance to attending | Load from File

Enrolled

ID	Name	Academic Program/Plan	Academic Level	Enrollment Status	Attendance	Trends	Flags	Recommended Student Actions	Last Saved On	Submitted	Student Campus
1 000	B M	Hum & Soc Sci Undergraduate - Communication Arts BA	Sophomore	Enrolled						<input type="checkbox"/>	Kokomo
2 000	B N	University Div Undergraduate - Undecided Baccalaureate	Freshman	Enrolled						<input type="checkbox"/>	East
3 000	B S	Nursing Undergraduate - Nursing-B.S. (Pre) BSN	Freshman	Enrolled						<input type="checkbox"/>	Kokomo
4 000	H E	Lib Arts & Sci Undergraduate - Exploratory Baccalaureate (LASE) Exploratory Baccalaureate (LAS)	Freshman	Enrolled						<input type="checkbox"/>	South Bend
5 000	H S	Lib Arts & Sci Undergraduate - Informatics BS	Sophomore	Enrolled						<input type="checkbox"/>	South Bend

Faculty Center Student Performance Roster

- To update the **Attendance** values for all students to “*attending*” at the same time, click the link Set blank attendance to attending. This will leave any previously selected values as they are while updating all blank values to “*attending*.”
- To update the Performance Roster for a single student, click on a student’s **ID** number or the *Assessments* tab.
- To select a group of students with whom you are interested in providing feedback, click the checkbox for each of those students in the **Select** column. The selected students will then appear on the *My Flagged Students* tab.

Student Summary | Assessments | **My Flagged Students**

Student Performance Roster

REMINDER: Click the "Save" button while you are working on your roster. When you want to submit the values to the student center, click the "Submit" button. You can "Submit" your roster multiple times throughout the term.

[View FERPA Statement](#)

SWK-S 141 INTRODUCTION TO SOCIAL WORK

Lecture (6333)
Fall 2015 | Regular Academic Session | Bloomington | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 1:00PM - 2:15PM	Ballantine Hall (BH) 233	Joe Instructor	08/24/2015 - 12/18/2015

[Return to Student Summary](#) [Save](#)

Enrolled

Student ID	Name	Subject Class	
000001111	Student, Ima	SWK-S 141	istudent@iu.edu

[View All](#) [First](#) [1 of 30](#) [Last](#)

Attendance

- Attending
- Not Attending
- Never Attended
- Irregular Attendance
- Has started attending

Trends

-
- Increased level of risk
- Major improvement
- No longer at risk
- Some Improvement

Flags

- Behavior Problem in Clinical
- Classroom behavior
- Does not participate in class
- Low discussion section scores
- Low lab scores
- Missing assignments
- Not passing course
- Not turning in homework
- Poor homework
- Poor performance quizzes/exams
- Poor performance: writing
- Sudden decline in performance

Recommended Student Action

- Contact instructor
- Contact advisor
- Contact teaching assistant
- Attend department help session
- Attend campus help-math
- Attend campus help-reading
- Attend campus help study skill
- Attend campus help-writing
- Contact advisor-course options
- No recommendation at this time
- Seek tutoring

NOTE: Attendance values can be added from a prepared file using the Load from File tool. For instructions on how to use this tool, see the Knowledge Base article at <https://kb.iu.edu/data/bbwr.html>.

- From the *Assessments* tab or the *My Flagged Students* tab, use left /right arrows on the blue bar to navigate from one student to the next, or you may click View All to see a scrollable list of all the students.

Faculty Center Student Performance Roster

Four types of assessments are available on this roster for undergraduate students in undergraduate classes: **Attendance**, **Trends**, **Flags** and **Recommended Student Actions**. Attendance is collected for all students, regardless of career.

The screenshot shows a web interface for a Student Performance Roster. At the top, it says "Enrolled" and "View All First 16 of 22 Last". Below this is a table with columns: Student ID, Name, Subject Class, Early Evaluation Grade, and E-mail. The first row shows Student ID 0000001111, Name Student, Ima, Subject Class HIST-D 314, and E-mail istudent@iu.edu.

Below the table, there are four main columns of checkboxes for assessment: Attendance, Trends, Flags, and Recommended Student Action. The Attendance column is highlighted with a red box and contains the following options:

- Attending
- Not Attending
- Never Attended
- Irregular Attendance
- Has started attending

The Trends column includes: Increased level of risk, Major improvement, No longer at risk, Some improvement, and Student has responded.

The Flags column includes: Behavior Problem in Clinical, Classroom behavior, Does not participate in class, Low discussion section scores, Low lab scores, Missing assignments, Not passing course, Not turning in homework, Poor homework, Poor performance quizzes/exams, Poor performance: writing, and Sudden decline in performance.

The Recommended Student Action column includes: Attend class, Turn in homework, Discuss placement-see faculty, Contact instructor-mandatory, Contact instructor-suggested, Contact advisor, Contact teaching assistant, Visit MAC - UC B01, Visit Writing Center - CA 008H, Visit Speaker's Lab - CA 001G, Biology Resource Center-UC, Spanish Resource Center-CA 205, Tutoring-Bepko Learning Center, Study skills help-2nd floor UC, Academic help-2nd floor UC, See Canvas/OnCourse feedback, and Recommend no action.

Non-undergraduate students in undergraduate classes will only have the **Attendance** column available. Non-undergraduate classes will have a performance roster with only the Attendance column available.

NOTE: These settings can be overridden by the Registrar's Office to make all columns available on non-undergraduate classes. Also, rosters can be set to not generate a student performance roster at all or collect attendance only. Contact the Registrar's Office on your campus if you would like to discuss a change to these settings.

Enrollment verification (Attendance), which is part of the student performance roster, should be reviewed by the campus deadline in order to comply with federal regulations. Faculty can continue to update attendance if you so desire as student performance rosters will continue to be available throughout the term until final grade rosters are generated.

10. In the **Attendance** column, select either:

- **Attending**
- **Not Attending** (need to collect the last attendance date)
- **Never Attended**
- **Irregular attendance**
- **Has started attending**

If the student has withdrawn from the class, **Attendance** will default to "Not Attending". If the

Faculty Center Student Performance Roster

student is listed as “Not Attending”, the **Last Date of Attendance** is a required field. This field is requesting an “approximate” last date of attendance. Even if the exact last day cannot be recalled, please supply an approximate last date. This information is beneficial to the Registrar’s Office for students receiving Financial Aid. Students that have never attended should be reported, even if they have already withdrawn. Their attendance can be reported as **Not Attending** or **Never Attended**.

NOTE: If this is a class eligible for Administrative Withdrawal, two additional options will be displayed after the 25% refund period for the session: **Withdraw-No Attendance** and **Withdraw-Some Attendance**. These values may only be selected for 21 days during the regular session or 10 days during another shorter session (not available for NON, NS1, and NS2). If one of these options is selected, you are requesting that the Registrar’s Office administratively withdraw this student from the class. If “Withdraw-Some Attendance” is selected, a Last Date of Attendance is required.

The screenshot shows a web-based interface for managing student performance. At the top, it says "Enrolled" and "View All First 16 of 22 Last". Below this is a table with columns: Student ID, Name, Subject Class, Early Evaluation Grade, and E-mail. The student ID is 0000001111, Name is Student, lma, Subject Class is HIST-D 314, and E-mail is istudent@iu.edu.

Below the table is a form with several sections:

- Attendance:** Radio buttons for Attending (selected), Not Attending, Never Attended, Irregular Attendance, and Has started attending.
- Trends:** A red box highlights five options: Increased level of risk, Major improvement, No longer at risk, Some Improvement, and Student has responded.
- Flags:** A list of checkboxes for various issues like Behavior Problem in Clinical, Classroom behavior, Does not participate in class, Low discussion section scores, Low lab scores, Missing assignments, Not passing course, Not turning in homework, Poor homework, Poor performance quizzes/exams, Poor performance: writing, and Sudden decline in performance.
- Recommended Student Action:** A list of checkboxes for various actions like Attend class, Turn in homework, Discuss placement-see faculty, Contact instructor-mandatory, Contact instructor-suggested, Contact advisor, Contact teaching assistant, Visit MAC - UC B01, Visit Writing Center - CA 008H, Visit Speaker's Lab - CA 001G, Biology Resource Center-UC, Spanish Resource Center-CA 205, Tutoring-Bepko Learning Center, Study skills help-2nd floor UC, Academic help-2nd floor UC, See Canvas/OnCourse feedback, and Recommend no action.

11. In the **Trends** column, select either:

- **nothing**
- **Increased level of risk**
- **Major improvement**
- **No longer at risk** – Selecting this option will automatically remove all previous Flags and Recommended Student Actions.
- **Some Improvement**
- **Student has responded** - This value allows you to report when the recommended action you provided a student was to “Contact the Instructor” and the student has followed through. Selecting this option will **not** automatically remove all previous Flags and Recommended Student Actions. This allows you to decide whether or not these values should remain on the student’s record.

Faculty Center Student Performance Roster

Enrolled

View All First 16 of 22 Last

Student ID	Name	Subject Class	Early Evaluation Grade	E-mail
000001111	Student, Ima	HIST-D 314		istudent@iu.edu

Attendance

Attending

Not Attending

Never Attended

Irregular Attendance

Has started attending

Trends

Increased level of risk

Major improvement

No longer at risk

Some improvement

Student has responded

Flags

Behavior Problem in Clinical

Classroom behavior

Does not participate in class

Low discussion section scores

Low lab scores

Missing assignments

Not passing course

Not turning in homework

Poor homework

Poor performance: quizzes/exams

Poor performance: writing

Sudden decline in performance

Recommended Student Action

Attend class

Turn in homework

Discuss placement-see faculty

Contact instructor-mandatory

Contact instructor-suggested

Contact advisor

Contact teaching assistant

Visit MAC - UC B01

Visit Writing Center - CA 008H

Visit Speaker's Lab - CA 001G

Biology Resource Center-UC

Spanish Resource Center-CA 205

Tutoring-Bepko Learning Center

Study skills help-2nd floor UC

Academic help-2nd floor UC

See Canvas/OnCourse feedback

Recommend no action

12. In the **Flags** column, you can make multiple selections. The choices are:

- **Behavior Problem in Clinical**
- **Classroom behavior**
- **Does not participate in class**
- **Low discussion section scores**
- **Low lab scores**
- **Missing assignments**
- **Not passing course**
- **Not turning in homework**
- **Poor homework**
- **Poor performance: quizzes/exams**
- **Poor performance: writing**
- **Sudden decline in performance**

Note that the option you select will be viewable by the students in their Student Center.

Faculty Center Student Performance Roster

Student ID	Name	Subject Class	Early Evaluation Grade	E-mail	Performance History
0000001111	Student, Ima	HIST-D 320		istudent@iu.edu	Performance History

Attendance	Trends	Flags	Recommended Student Action
<input checked="" type="radio"/> Attending <input type="radio"/> Not Attending <input type="radio"/> Never Attended <input type="radio"/> Irregular Attendance <input type="radio"/> Has started attending	<input type="checkbox"/> Increased level of risk <input type="checkbox"/> Major improvement <input type="checkbox"/> No longer at risk <input type="checkbox"/> Some Improvement <input type="checkbox"/> Student has responded	<input type="checkbox"/> Behavior Problem in Clinical <input type="checkbox"/> Classroom behavior <input type="checkbox"/> Does not participate in class <input type="checkbox"/> Low discussion section scores <input type="checkbox"/> Low lab scores <input type="checkbox"/> Missing assignments <input type="checkbox"/> Not passing course <input type="checkbox"/> Not turning in homework <input type="checkbox"/> Poor homework <input type="checkbox"/> Poor performance quizzes/exams <input type="checkbox"/> Poor performance: writing <input type="checkbox"/> Sudden decline in performance	<input type="checkbox"/> Contact instructor <input type="checkbox"/> Contact advisor <input type="checkbox"/> Contact teaching assistant <input type="checkbox"/> Attend department help session <input type="checkbox"/> Attend campus help--math <input type="checkbox"/> Attend campus help--reading <input type="checkbox"/> Attend campus help study skill <input type="checkbox"/> Attend campus help--writing <input type="checkbox"/> Contact advisor--course options <input type="checkbox"/> No recommendation at this time <input type="checkbox"/> Seek tutoring

13. If a **Flags** value is selected, **Recommended Student Actions** is a required field. You can make multiple selections. These choices are campus specific. Some choices include:

- **Contact instructor**
- **Contact advisor**
- **Contact teaching assistant**
- **Attend department help session**
- **Attend campus help – math**
- **Attend campus help – reading**
- **Attend campus help – study skills**
- **Attend campus help – writing**
- **Contact advisor – course options**
- **No recommendation at this time**
- **Seek tutoring**

14. Use the arrows on the blue bar to move to the next student.

15. If you have not made any changes, click [Return to Student Summary](#).

16. At any time, you can click [Save](#). This will save your changes but they will not yet be viewable to the students.

17. When you are ready for your changes to be viewable, click [Save](#), then click [Return to Student Summary](#) and click [Submit](#).

NOTE: After the roster has been submitted at least once, a new button, **Submit without changes**, will appear. This button allows you to submit the roster, showing you have complied with the Registrar's Office deadline for review of the rosters, even if you don't need to update any of the students' data. This button will update the "Last submitted" date on the roster and in the IUIE reports, but will not send new data to the Student Center.

Faculty Center Student Performance Roster

Student Summary | Assessments | My Flagged Students

Student Performance Roster

REMINDER: Click the "Save" button while you are working on your roster. When you want to submit the values to the student center, click the "Submit" button. You can "Submit" your roster multiple times throughout the term.

[View FERPA Statement](#)

SWK-S 141 INTRODUCTION TO SOCIAL WORK
Lecture (6333)
Fall 2015 | Regular Academic Session | Bloomington | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 1:00PM - 2:15PM	Ballantine Hall (BH) 233	Joe Instructor	08/24/2015 - 12/18/2015

Return to My Schedule | Save | **Submit without changes** | **Submit** (last submitted on 08/10/2015) | Load from File

Assign Grading Proxy | Set blank attendance to attending

Enrolled

Select	ID	Name	Academic Program/Plan	Academic Level	Enrollment Status	Attendance	Trends	Flags	Recommended Student Actions	Last Saved On	Submitted
<input type="checkbox"/>	000-██████		University Div Pre-Social Wk - Social Work BSW	Freshman	Enrolled	Attending		Classroom behavior	Meet with teaching assistant	08/12/15 5:48PM	<input type="checkbox"/>
<input type="checkbox"/>	000-██████		University Div Pre-CollArts&Sc - Psychology BA	Freshman	Enrolled		Increased level of risk	Low discussion section scores	Meet with advisor	08/10/15 4:43PM	<input type="checkbox"/>
<input type="checkbox"/>	000-██████		University Div Undergraduate - Exploratory Baccalaureate	Freshman	Enrolled			Low discussion section scores	Attend campus help-reading	08/10/15 3:55PM	<input type="checkbox"/>

Multi-Component Classes:

For multi-component classes (lecture, lab, and discussion) the instructor of the graded component (where the grade is assigned for the class) will also be able to view student performance rosters for the other components of their class, even if they aren't listed in the schedule of classes.

If your class has multiple components (lecture, lab, discussion) please ensure that the student performance rosters for all components are graded and saved.

Students Not on Roster:

If a student is attending your class, but not listed as enrolled on the roster, add that student at the bottom in the section **Attending but not Enrolled**.

Attending, but not Enrolled

ID	Student Search	Name	Academic Program/Plan	Academic Level	Enrollment Status	Last Saved On	Submitted
1	<input type="text"/>	<input type="text"/>					<input type="checkbox"/>

If a student you listed as attending but not enrolled adds the class, he/she will be listed alphabetically within the student roster. If new students add the class after the roster is generated, they will be listed at the top of the roster until assessments are saved for them. Then, they will be listed alphabetically within the list of enrolled students.

Student Access:

Students can view their reported performance and attendance through the Student Center in One.IU.

Following up on Recommended Student Actions:

If you suggest the student meet with you by selecting "Contact instructor" as a recommended student action, you should close the loop and uncheck this value on the roster when the student has met with you. You can simply uncheck the "Contact instructor" recommended student action for the specified student and submit the roster. The IUIE reports will track that the student completed that action.