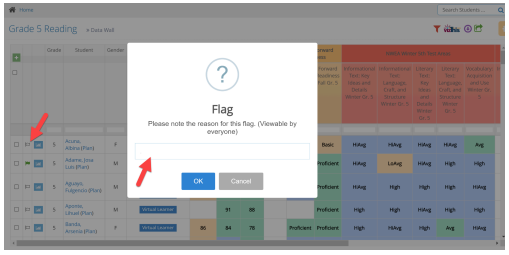
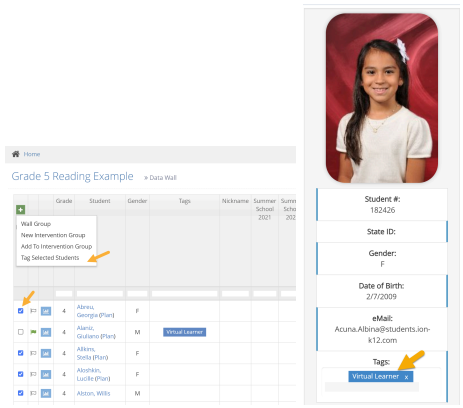
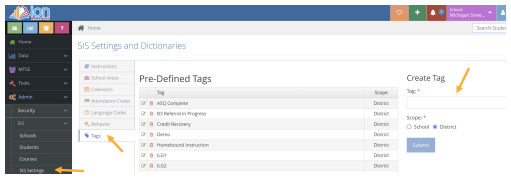
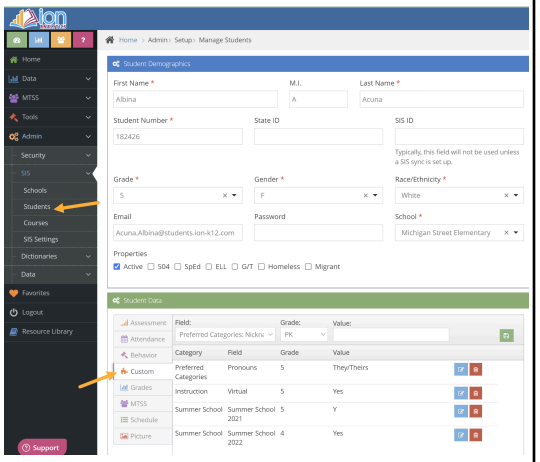
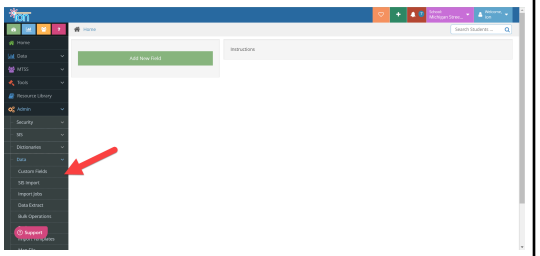
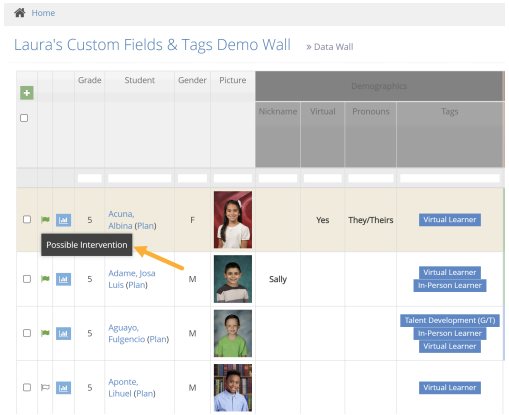
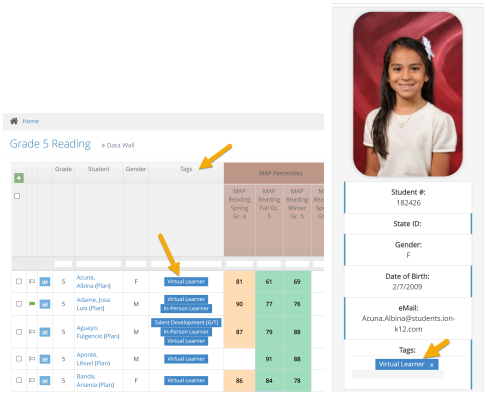
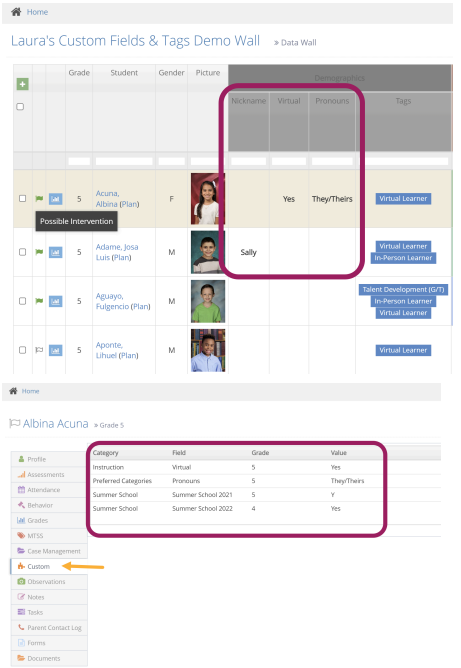
Tags, Flags, and Custom Fields Reference Guide

	Flags	Tags	Custom Fields
These are options to identify students to track progress toward district goals - it is not required to use any of these designations ● ***Note: ion has many identifications already built into the system - no need to duplicate - i.e. students in plans are already identified***			
Online User's Manual	**N/A**	**Tags**	**Custom Fields**
User permissions	● This column is automatically added to a data wall ● Anyone can add / delete a flag	● Requires setup by the district's ion system administrator ● Once setup, anyone can add / delete a tag	● Requires set up by the district's ion system administrator ● Only system admin can add/delete ○ SIS>Students (few students) ○ Data upload (many students)
Create/Delete	● Created / deleted on data wall ● Wording is open-ended 	● Added through data walls and student profile ● Deleted only through the student profile ● Choices are set by the district's ion system administrator ○ Can be set up according to individual school or entire district	● Added/deleted through SIS>Students by an ion's system administrator ○ Use data upload if needed ● Choices are set by the district's ion system administrator

		 	 
History	• All flags that are added/deleted are stored in the Student Profile>Notes	• Records of adding/deleting tags are not stored	• If fields are NOT deleted, they can be tracked by grade but changes within a school year are not stored • If fields ARE deleted, there will not be a record of a custom field in a student account
View	• Columns are automatically added to data walls ○ Another column can be added through the datawall editor that shows a “Y” field if a student has a tag • Hover over the flag to see the designation	• Columns need to be added to data wall through datawall editor • Viewable on Student Profile Tab	• Columns need to be added to data wall through datawall editor • Viewable on Student Profile>Custom

			
Sorting and Filtering on Data Walls	• Use filters to create data walls that show only students with flags • The column on a data wall can be sorted to populate those with flags at the top	• Use filters to create data walls that show only students with specific tags or all students who have tags • Tags can be sorted alphabetically on a data wall ○ If there is more than one tag, the first one will be used to sort	• Use filters to create data walls that show only students with specific custom fields or all students who have custom fields • Custom fields can be sorted alphabetically on a data wall
General Tips	• Create a district wide system of flagging so there is a common practice of clear communication to create and delete student designations that will be stored in the student profilel a • If custom fields are being added to a large number of students, contact customer support OR go to our online help guide under SIS Data Import Process and click on “initial implementation” to find the template for importing custom fields. • *Review ion filters and columns to understand the ion designations that already exist so there isn’t a “double” identification*		