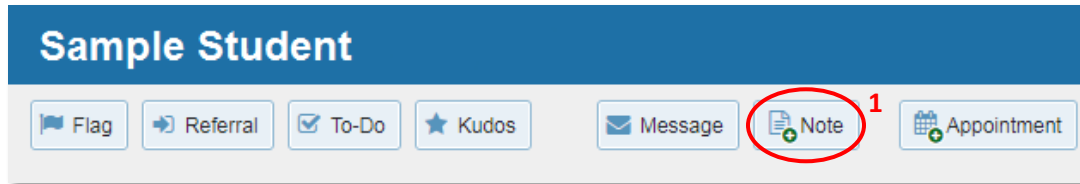


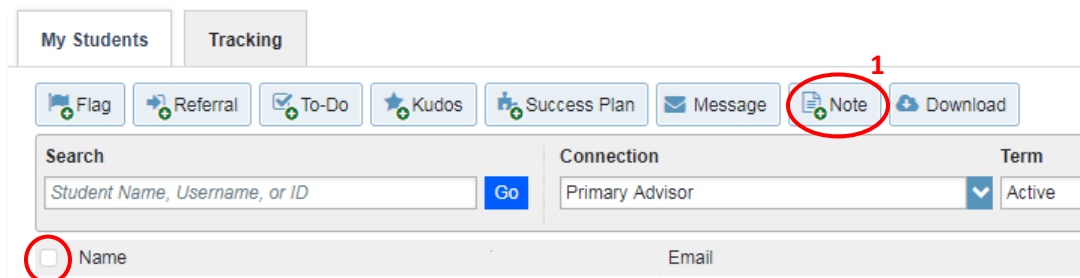
Communicating with Students and Documenting Outreach about Warning Grades and Kudos

Option 1: Reach Out to and Document for One Student at a Time



1. While in a student's SSN folder, click on the **Note** button.
2. Select **Advising Note** from the Note Type drop-down menu.
3. Write a **Subject** and **Note** just like you were writing a personalized email to the student.
4. Check the box next to **Send copy of note to student**.
5. Ensure that the **Shared** radio button is selected.
6. Click **Submit**. You've just contacted the student and documented your outreach in one step!

Option 2: Reach Out to and Document for Many Students at Once



1. While in your filtered roster, check the **boxes** next to each student you want to contact and click on the **Note** button at the top of the screen.
 - NOTE: Checking the box next to the Name column header will select all students on your entire roster (i.e., across multiple pages, if applicable).
2. Select **Advising Note** from the Note Type drop-down menu.
3. Write a **Subject** and **Note** just like you were sending a mass email to your advisees.
4. Check the box next to **Send copy of note to student**.
5. Ensure that the **Shared** radio button is selected.
6. Click **Submit**. You've just contacted and documented your outreach to multiple students!

The screenshot shows a 'Create Note' form. At the top right are 'Never Mind' and 'Submit' buttons. The form contains the following fields and options:

- * Note Type 2: Advising Note (dropdown menu)
- * Date: 10-12-2018 (calendar icon)
- Subject 3: (text input field)
- * Note 3: (text input area)
- Send copy of note to yourself
- 4 Send copy of note to student
- 21 recipients selected ← Only appears with option 2
- * Note Sharing 5: Shared Private
- FERPA Notice: This note is disclosable to the student under FERPA
- Note Permissions: People with the following roles may be able to see this note if they have a relationship with the student(s):
 - Academic Leadership
 - Academic Support
 - Athletic Coach
 - Back on Track Mentor
 - Primary Advisor
- * Required fields
- Never Mind
- Submit 6