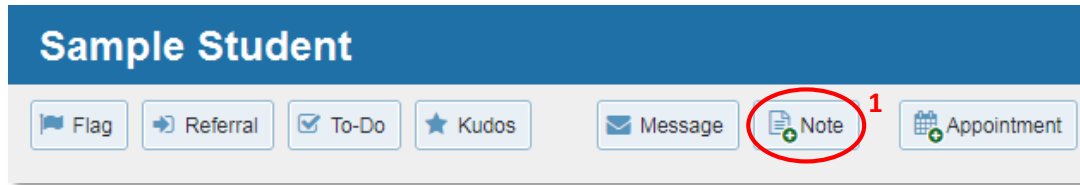


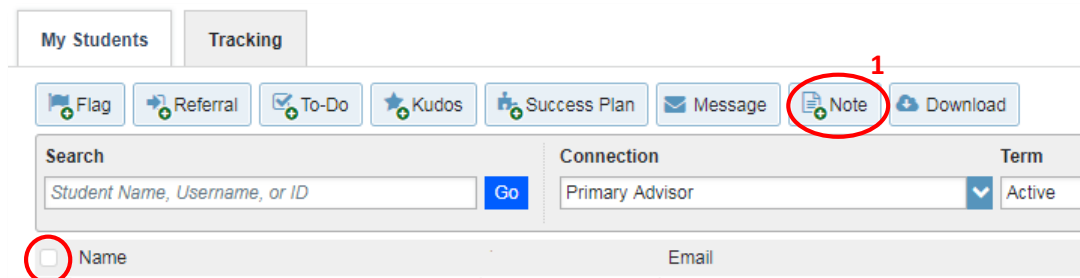
Communicating with Students and Documenting Outreach about Warning Grades and Kudos

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 the current page. You may then send a note to students one page at a time.
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 the 'Create Note' form. It has a title bar with 'Create Note' and buttons for 'Never Mind' and 'Submit'. The form contains several fields: 'Note Type' (set to 'Advising Note'), 'Date' (set to '10-12-2018'), 'Subject', and 'Note'. There are checkboxes for 'Send copy of note to yourself' and 'Send copy of note to student' (checked). Below these is the text '21 recipients selected' with a red arrow pointing to it and the text 'Only appears with option 2'. There are radio buttons for 'Note Sharing' (set to 'Shared') and 'Private'. A 'FERPA Notice' is displayed, followed by 'Note Permissions' which lists roles like Academic Leadership, Academic Support, Athletic Coach, Back on Track Mentor, and Primary Advisor. At the bottom, there is a 'Required fields' label and buttons for 'Never Mind' and 'Submit' (circled in red with a red '6').