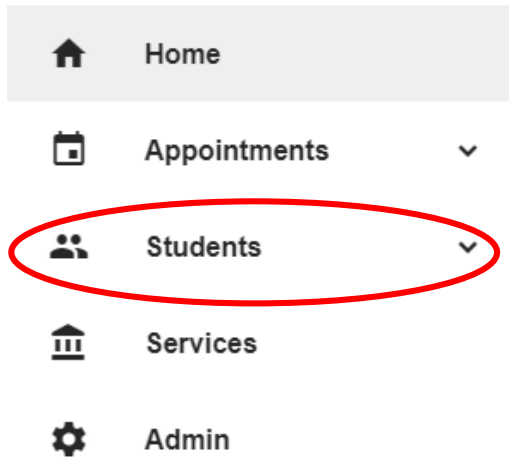




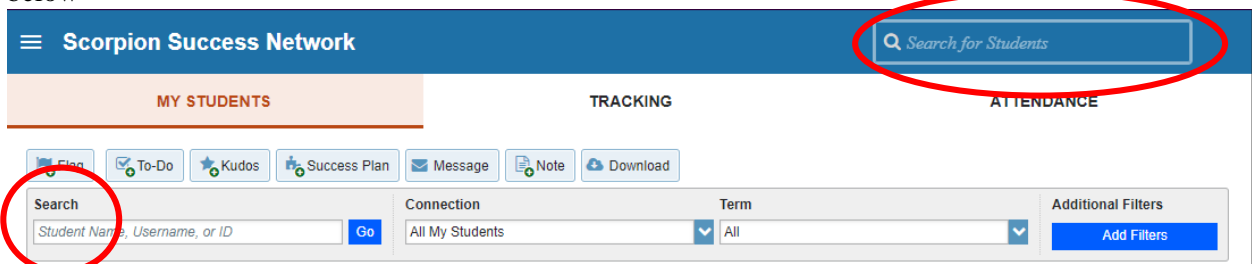
Step 1: Click the three lines in the image shown below



Step 2: Click Appointments

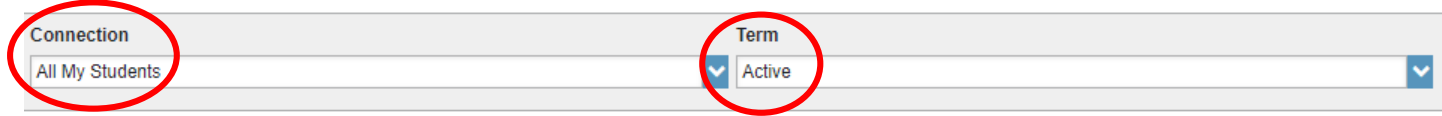


Step 3: You can search a specific student by searching by **Name** or **NSHE** Number by the two images below



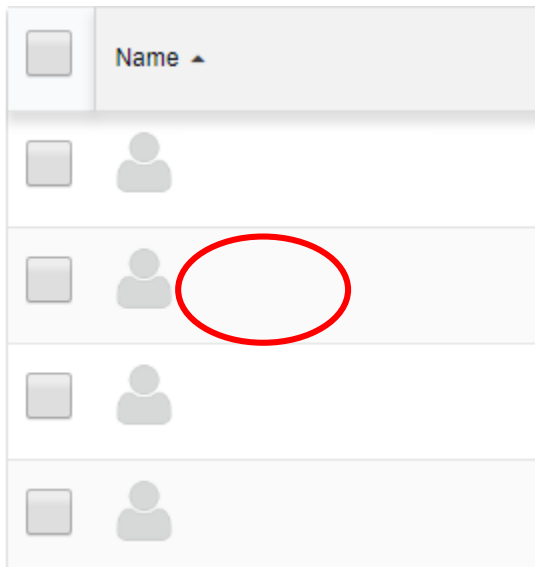
Step 3A: Another way you can search for a student is through **Connection** drop down menu  
This can help you find the student that you currently have a **connection** with, such as being part of your classroom for the semester or other reasons that would mean an ongoing connection.

Step 3B: You can also search for a student through the **Term** drop down menu, if you would like to search a specific semester.

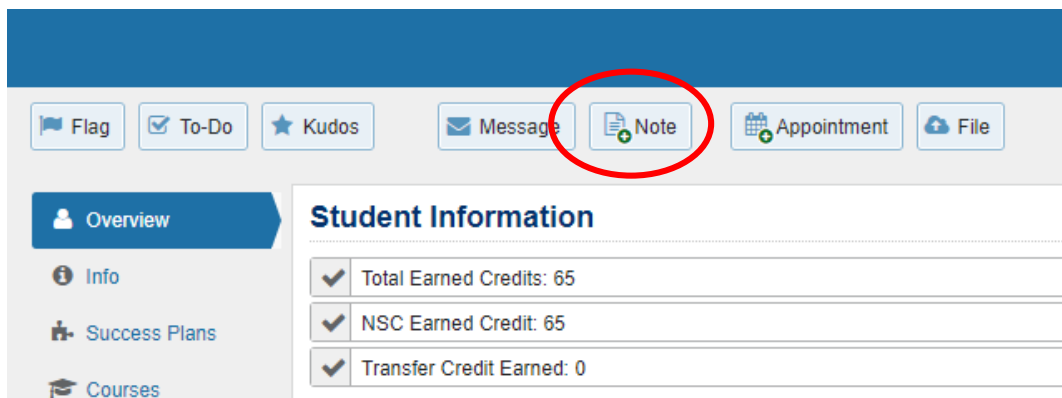




Step 4: Once you have found your student, you can click on their profile  
**Please Note: Student's name will be displayed within the read circle, but for FERPA reasons we will need to keep the student's information private.**



Step 5: Click **Note** Icon





Step 6:

**Subject:** Give the note a title that would give a general idea of what was discussed.

**Note:** Either copy and paste an email communication between you and the student or type directly into the box what was discussed during the meeting then click **submit**.

**Create Note** [Never Mind] [Submit]

\* Note Type: Faculty Advising Note

\* Date: 09-13-2019

Subject: [ ]

\* Note: [ ]

Send copy of note to yourself

Send copy of note to student

\* Note Sharing:  Shared  Private

Note Permissions: People with the following roles may be able to see this note if they have a relationship with the student(s):

- AAC Advisor
- Faculty Advisor
- Instructor

\* Required fields [Never Mind] [Submit]

Step 7: You can see the note that was written by clicking the **Notes** section of the student's profile. If you click the plus sign next the note, you will be able to see the details of the note.

Flag Referral Kudos Message Note Appointment File

Overview Success Plans Courses Tracking Meetings **Notes**

Created In Term: Active Written By: Anyone

| Type                  | Subject                      |
|-----------------------|------------------------------|
| Faculty Advising Note | Class Schedule for Fall 2019 |
| [ ]                   | [ ]                          |
| [ ]                   | [ ]                          |
| [ ]                   | [ ]                          |