iSiS Faculty Self Service

Advisor Center Notes

New notes functionality has been added to the Faculty Advisor Center to enhance the iSiS advising tool. The notes page can be used to document advising information regarding an advisee and can be viewed by other advisors. Notes do not have to be shared with the student, but the option is available.

1. Navigate to iSiS Faculty Self Service >Advisor Center>notes

   Rowdy Rockstar

   New Window | Help

   go to ...

   Notes

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   Change Advisor

   Add a New Note

   Student/Advisor Notes

   No Student/Advisor notes available.

   Go to top

   Faculty Center  Advisor Center  Department Center  Search

   my advisors  student center  general info  transfer credit  academics  notes

   Note: The first time you access the new notes feature, a FERPA reminder page opens listing important information to consider when entering advising notes. After reading the reminder, you will need to click the 'I understand that notes added are subject to FERPA' button to proceed. You will only see this FERPA reminder once.

2. Choose the advisee that you would like to enter a note on by selecting their name in the drop down list and then click on the change button.
Click on the **Add a new note** hyperlink to open a new note page to enter a note on an advisee account.

A new note page will open

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**Note:** By default the Shared with student checkbox will be checked as well as the YES radio button which will send an email to the student and allow them to see the note you entered. To keep the note internal so only authorized
faculty/staff can see, uncheck the ‘Shared with student’ checkbox. To not send an email to the student select the NO radio button under the ‘Should this be Emailed?’ section.

4. Enter a subject for this note in the subject field.

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   ![Image of a student advising system]

   ![Submit Cancel buttons]

5. Enter an advising comment regarding the advisee in the comment section. Remember that any note entered on a student’s account becomes part of a student’s permanent academic record at the University. The name and ID of the faculty/staff member entering the comment is attached to the note.

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   ![Image of a student advising system]

   ![Submit Cancel buttons]
6. Once you have entered your comment, you may select the spell check icon to spell check your comments.

7. Once you have completed entering the note click on the Submit button to add the note to the student’s permanent record. You will be returned to the notes homepage. If you selected to share this note with the student and to email the student, both you and the student will receive an auto-generated e-mail.

8. All notes entered by faculty/staff will be able to be viewed by authorized faculty/staff and by the student if the ‘Shared with student’ checkbox is checked. To View all notes, click the View all link.
9. To edit a note that you have written, click on the hyperlink in the note box.

![Note Entry Example]

**Note:** Only the person who entered the note on the advisee’s account will be able to edit the note. The new note entered will override the previously entered note.

10. Congratulations! You have successfully utilized the new notes functionality in iSiS Faculty Self Service.

   **End of Procedure.**