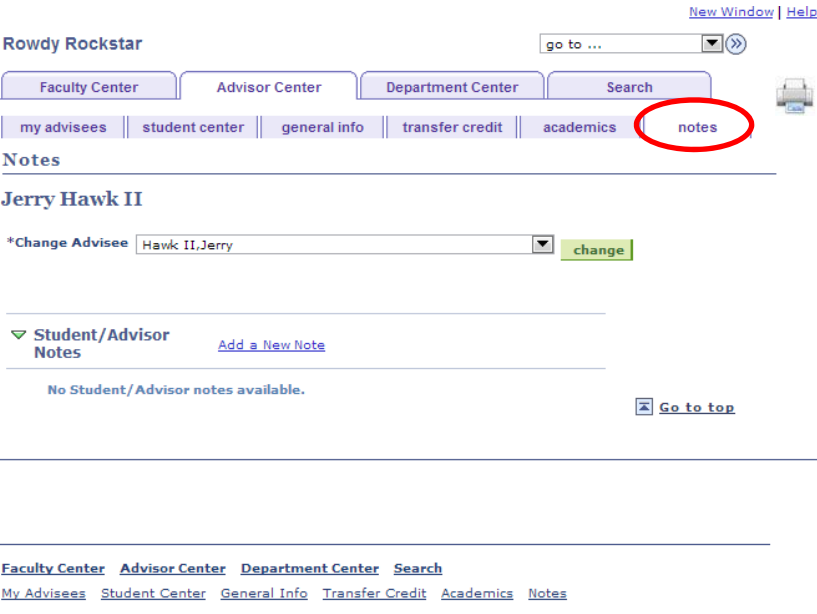
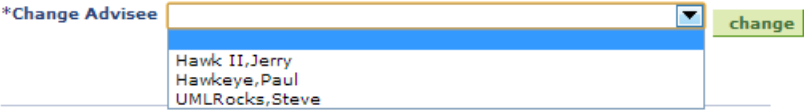
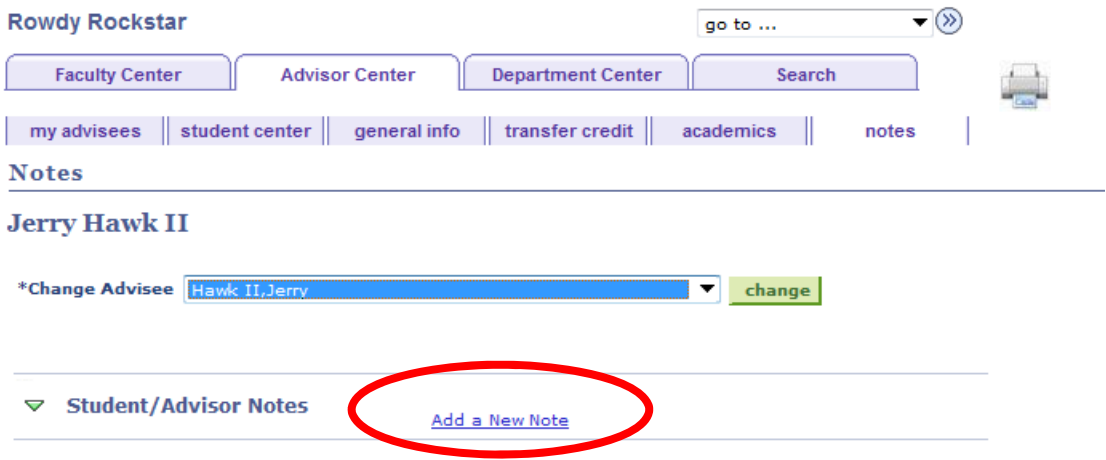
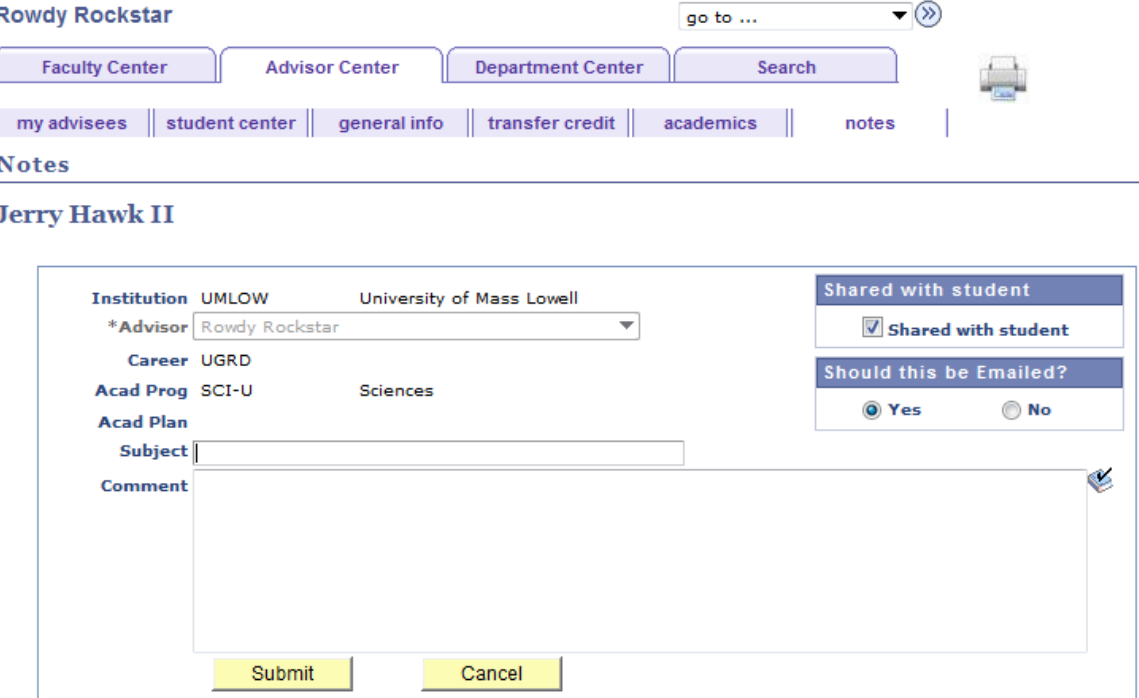


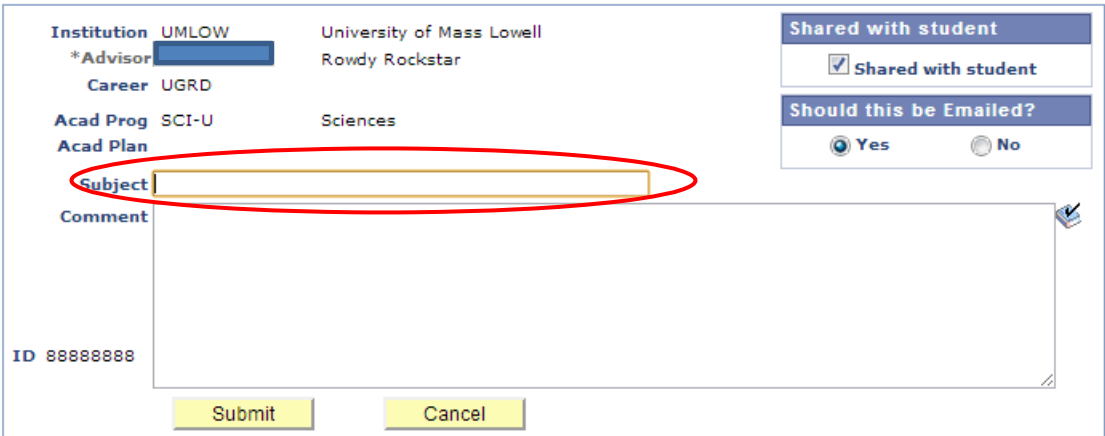
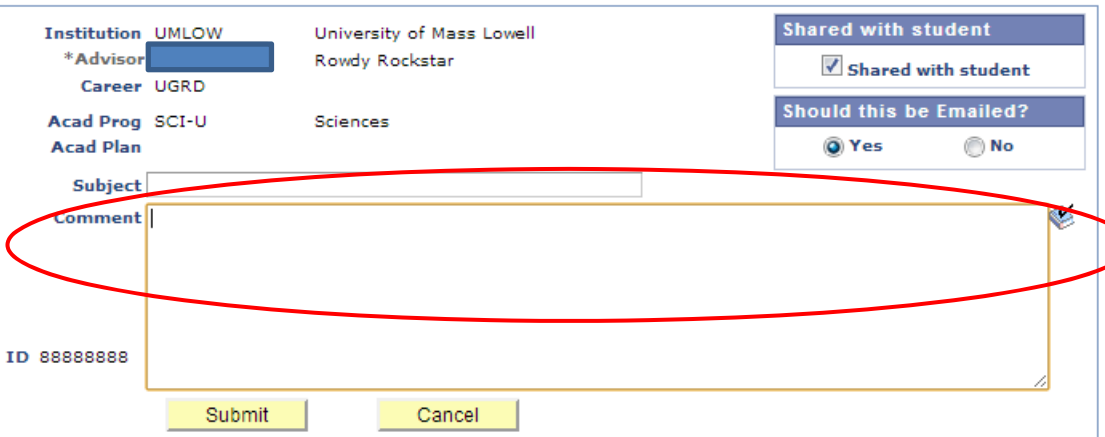
SiS Faculty Self Service


Advisor Center Notes


New notes functionality has been added to the Faculty Advisor Center to enhance the SiS 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.


<p>1.</p>	<p>Navigate to SiS Faculty Self Service >Advisor Center>notes</p> 
<p>Note:</p>	<p>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.</p>
<p>2.</p>	<p>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.</p> 

3.	<p>Click on the Add a New Note hyperlink to open a new note page to enter a note on an advisee account.</p>  <p>The screenshot shows the Rowdy Rockstar interface for Jerry Hawk II. The 'Add a New Note' link is circled in red. Other visible elements include the 'my advisees' menu, 'Notes' section, and a 'change' button next to the advisee name.</p>
4.	<p>A new note page will open</p>  <p>The screenshot shows the 'Add a New Note' form. Fields include Institution (UMLOW), Advisor (Rowdy Rockstar), Career (UGRD), Acad Prog (SCI-U), and Acad Plan. There are checkboxes for 'Shared with student' and 'Should this be Emailed?' with radio buttons for 'Yes' and 'No'. A 'Comment' text area and 'Submit'/'Cancel' buttons are also visible.</p>
Note:	<p>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</p>

	<p>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.</p>
<p>4.</p>	<p>Enter a subject for this note in the subject field.</p> <p>Jerry Hawk II</p>  <p>The screenshot shows a form for 'Jerry Hawk II' with the following fields: Institution (UMLOW), *Advisor (Rowdy Rockstar), Career (UGRD), Acad Prog (SCI-U), Acad Plan (Sciences), Subject (highlighted with a red oval), and Comment. On the right, there are checkboxes for 'Shared with student' (checked) and radio buttons for 'Should this be Emailed?' (Yes selected, No unselected). The ID 88888888 is visible at the bottom left. Submit and Cancel buttons are at the bottom.</p>
<p>5.</p>	<p>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.</p> <p>Jerry Hawk II</p>  <p>The screenshot shows the same form as above, but with the 'Comment' field highlighted by a red oval. The 'Subject' field is now empty. All other fields and options remain the same.</p>

6. Once you have entered your comment, you may select the spell check icon  to spell check your comments.


Rowdy Rockstar go to ... 

[Faculty Center](#) | [Advisor Center](#) | [Department Center](#) | [Search](#) 

[my advisees](#) | [student center](#) | [general info](#) | [transfer credit](#) | [academics](#) | [notes](#)



Notes



Jerry Hawk II

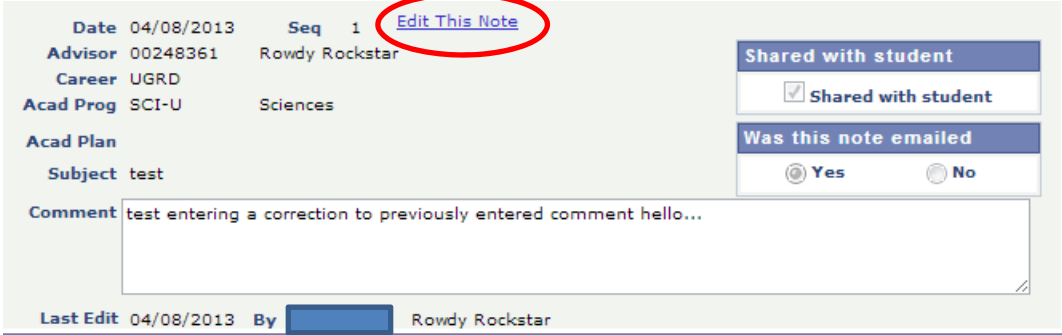
Institution UMLOW University of Mass Lowell	Shared with student
*Advisor Rowdy Rockstar	<input checked="" type="checkbox"/> Shared with student
Career UGRD	Should this be Emailed?
Acad Prog SCI-U Sciences	<input checked="" type="radio"/> Yes <input type="radio"/> No
Acad Plan	
Subject <input type="text"/>	
Comment <input style="width: 100%; height: 80px;" type="text"/>	
Submit Cancel	

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

Notes Find | [View All](#) | First  1 of 2  Last

Date 04/08/2013	Seq 2
Advisor  Rowdy Rockstar	Shared with student
Career UGRD	<input checked="" type="checkbox"/> Shared with student
Acad Prog SCI-U Sciences	Was this note emailed
Acad Plan	<input checked="" type="radio"/> Yes <input type="radio"/> No
Subject Note 2	
Comment HI <input style="width: 100%; height: 40px;" type="text"/>	
Last Edit 04/08/2013 By  Rowdy Rockstar	

9.	<p>To edit a note that you have written, click on the Edit This Note hyperlink in the note box.</p> 
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.	<p>Congratulations! You have successfully utilized the new notes functionality in SiS Faculty Self Service. End of Procedure.</p>