

# Adding a Note



Notes are a great way to record information that is not associated with a specific advising encounter with a student. Notes and Advising Report Summaries are currently the only method of attaching a file to a student's profile. *As with all communication in RU-N4Success, Notes should be written in a professional manner, keeping acronyms to a minimum (using those that are commonly understood across RU-N), and with the understanding that other people can view the information. Similarly, all FERPA guidelines must be followed at all times.*

## Who can write a Note?

Anyone with the role of Advisor, Faculty Mentor, Location Administrator, Department Chair/Coordinator, or Support Personnel can write a Note for a student.

## Who can read/see a Note?

People with the role of Advisor, Faculty Mentor, Location Administrator, Department Chair/Coordinator, or Support Personnel can read Notes that anyone else has written.

**If the Note writer checks the box next to the student's name, the student will be able to read/see the Note.**

## Step-by-step instructions

1. Search for the student by typing their name, RUID, or 6-digit ID in the search box in the top middle of the screen

RUTGERS UNIVERSITY - NEWARK

NAVIGATE

Quick Search

Staff Home

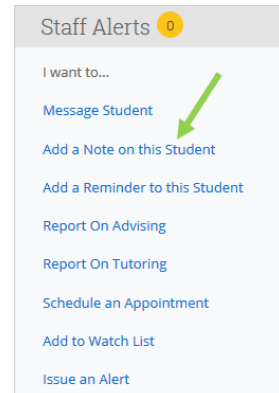
Students Appointments My Availability Appointment Queues Appointment Requests

My Assigned Students for 2021 Fall

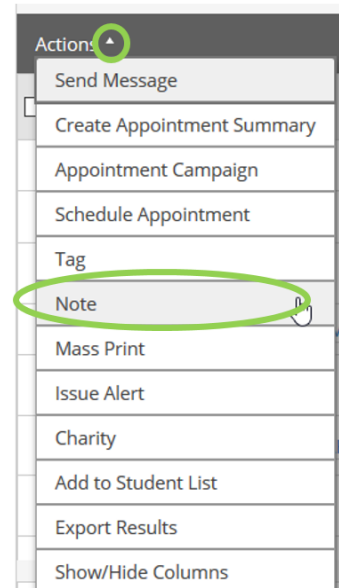
Actions

<input type="checkbox"/> ALL	STUDENT NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL
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2. On the right side of the student's page, select **"Add a Note on this Student"**



Another option is to use the Search function to find the student, then choose **"Note"** from the Actions dropdown menu.



3. Enter the Text of your note. This text is searchable when you are using the Notes Report feature, so you may want to use some key phrases for future searching. Using hashtags is optional, but another way of being able to search on that hashtag in the future.
4. Enter a **Note Reason** (optional). Note Reasons are used to categorize notes for easy reference. If you need a Note Reason added, please contact Kim Raynor or Anne Van Der Karr.
5. Attach a file (optional).
6. Select the **Visibility** of the Note.
  - Select the student(s) if you want to give them the ability to view the note.

ADD A NOTE TO TEST A TEST A — ✕

Note (Required)

**B** *I* | Paragraph |

Attach File

No file selected.

Note Subject

TEST A TEST A - 600004

Relations

Note Reason

Note URL

Visibility

TEST A TEST A?

Cancel Save Note

7. Click **Save Note**