

How to Add an Advising Note to a Student Audit

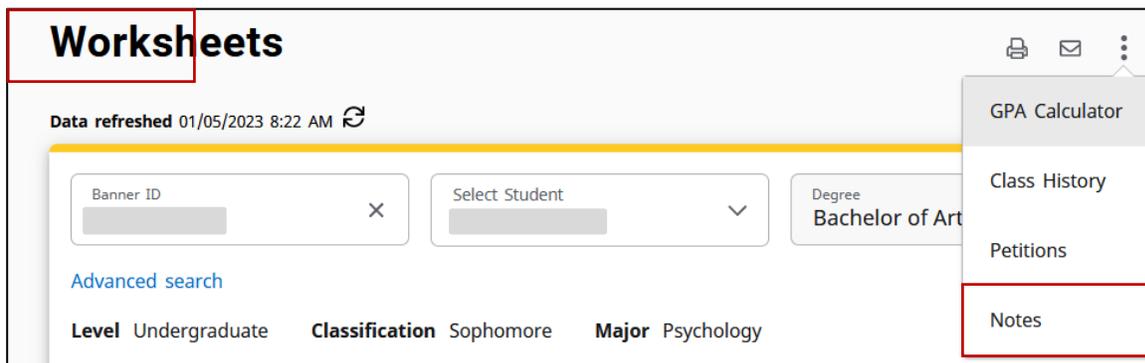
- The notes feature allows an advisor to document academic advising on a student’s record.
- The notes feature allows advisors to add notes from a predefined list of comments.
- An email is sent to the student when a note is added to their audit.
- Notes can serve as a reminder to students.
- Notes can be helpful to other advisors that might meet with the same student.
- Notes cannot be deleted or modified.
- Notes are visible to the student.

WARNING: Notes on student audits are viewable by anyone who has access to a student audit. Students can only see their own notes and audits. Administrators, faculty and staff with access to Degree Works can see all students’ notes.

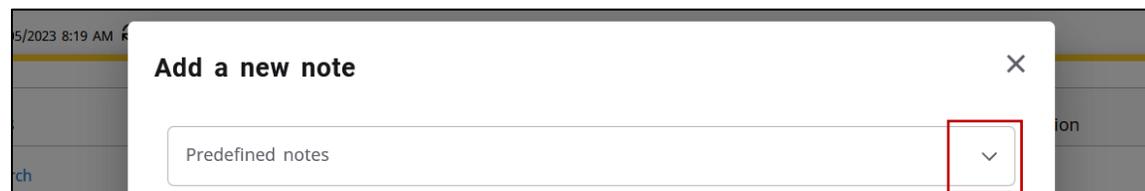
1. Log into Degree Works through Pirate Port.
2. On the student’s audit, click the three dots (the tools menu).



3. Select Notes

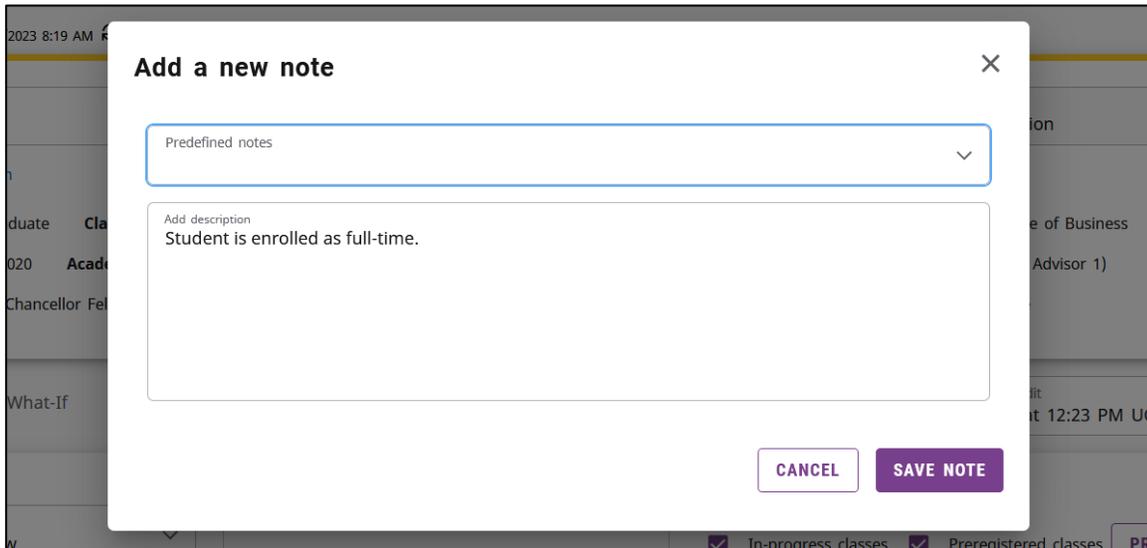


4. Click the Predefined notes menu to view and select notes.

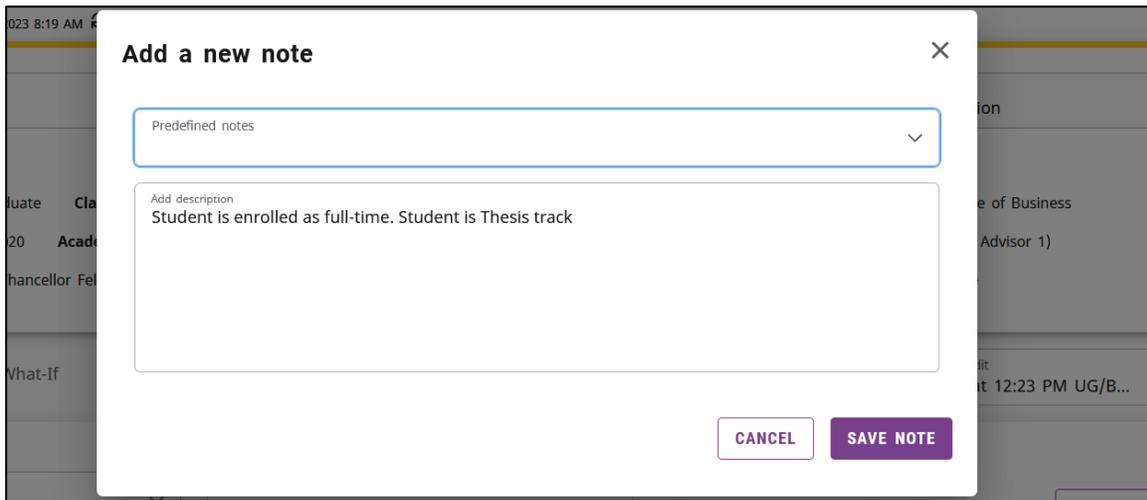


Notes are listed by category: General Comments, GPA Comments, Graduation Comments, etc. If you do not find the note you need, notes can be added to the list by emailing your request to DEGWRKS@ecu.edu.

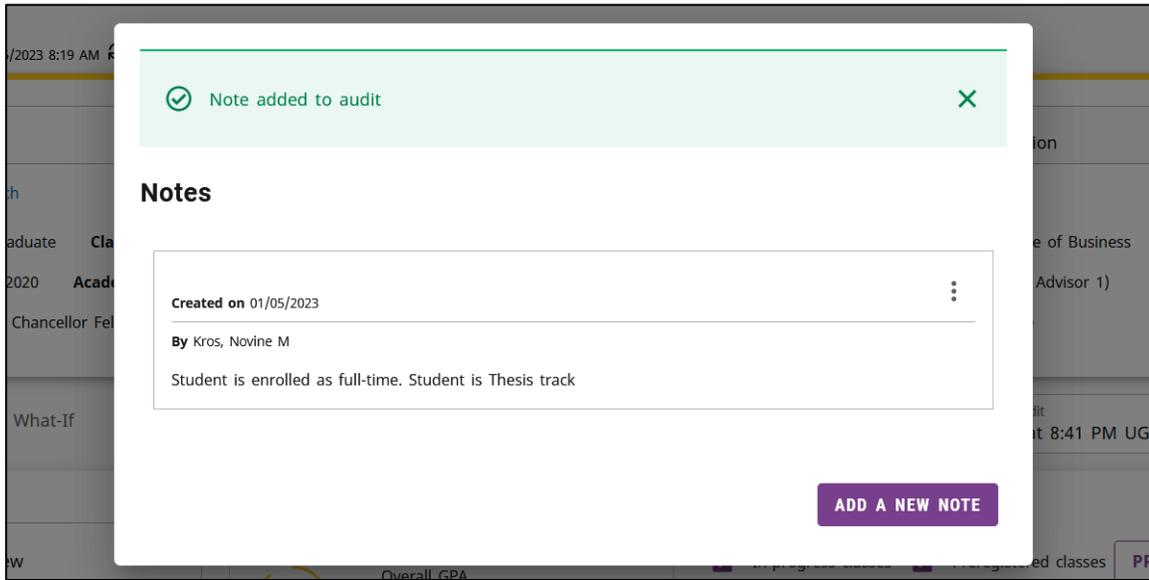
5. Click Save Note.



6. You can add multiple notes using the predefined list.



7. Review your note(s). If you've made a mistake and need to begin again, click Cancel.
8. When you are finished reviewing your note(s), click the Save Note button.
9. **NOTE:** If you have added a note in error, please email DEGWRKS@ecu.edu to have it removed
10. A message will be displayed that your note was added successfully.



11. Close the Window to return to the student audit.
12. Notes are displayed at the bottom of the audit in the Notes block and include the name of the person who added the note and the date it was added.

