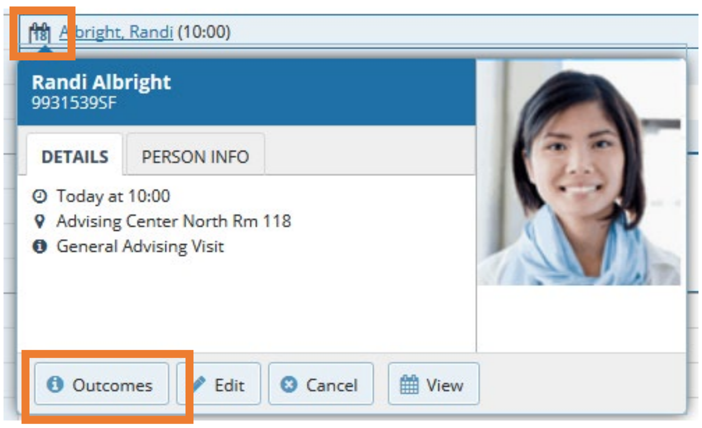
Adding Notes in MavCONNECT

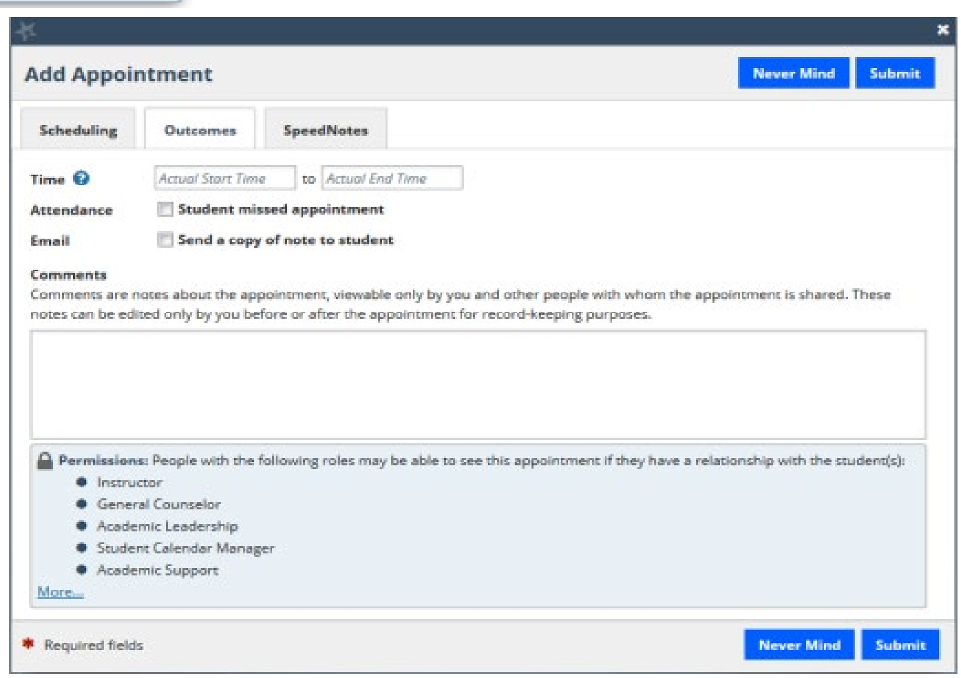
There are two ways to add notes to a student's folder in MavCONNECT:

- Appointment Notes- Documenting an appointment that was scheduled with a student through MavCONNECT through the Outcomes button.
- Ad-Hoc Notes- You can also use MavCONNECT to capture a note directly on the Student Folder. Select the desired student from your student list, and click on the **Note** option from the action bar.

Adding an Appointment Note:

1. Hover over the appointment (calendar) icon associated with the desired appointment to open the appointments pop-up card. From that card, select the **Outcomes** tab from the menu to record outcomes from the meeting.





Options within the Outcomes Tab

Provide Narrative Comments/Notes about the Meeting

2. Enter notes about the meeting in the **Comments** box to document what you and the student discussed, any action items or next steps etc. When submitted, this information will be saved with the appointment information as well as on the Notes tab within the Student Folder. Visibility of this information will be driven by the roles that have permission to view this type of appointment as well as by current relationships to the student. The roles who have permission to the appointment type are listed just below the comments box in the blue box with the heading "Permissions."

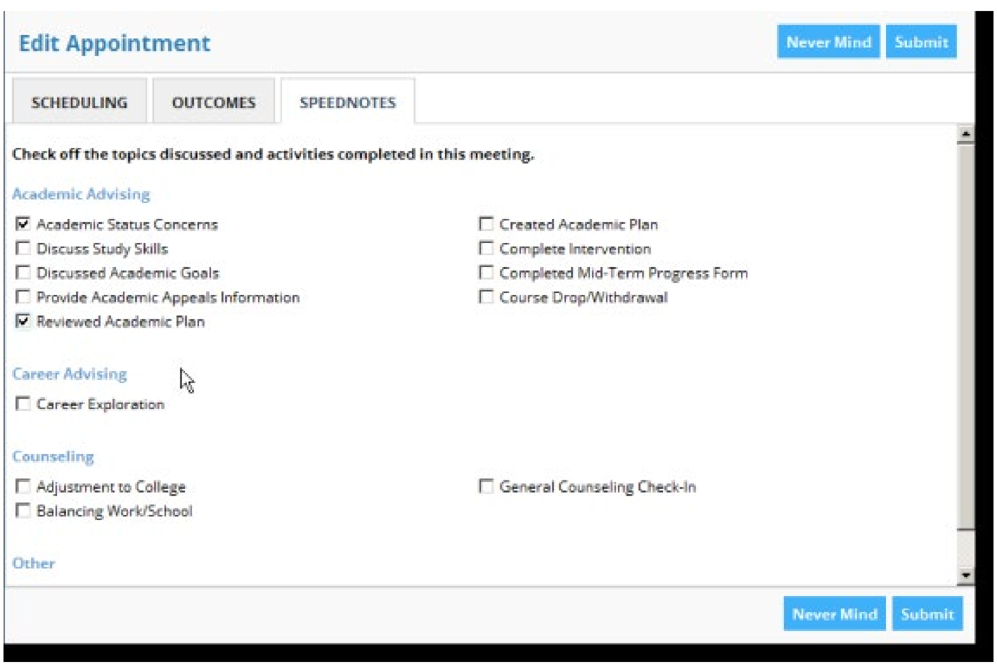
   If appropriate, you can check the box to send a copy of the comments as an email note the student. Students do not have access to see these comments if you do not check this box.

Document a Student "No-Show"

Check the box labeled **Student missed appointment** to indicate that the student did not show up for the appointment. Click submit and this will trigger an email to the student regarding their no show.

SpeedNotes Tab

You can quickly record recurring Outcomes through the use of SpeedNotes. Each Appointment Type has a set of activities associated with it that can be 'checked off' on the **SpeedNotes** tab. The items on this tab, and the organization of these items may be unique to each appointment type, so you may not always see the same options on this tab.

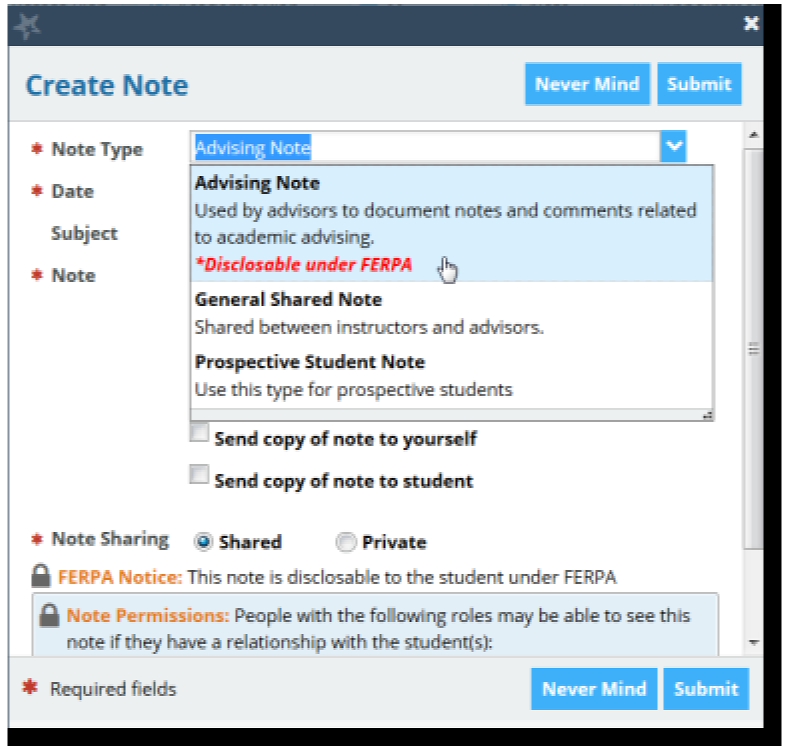


3. After you have documented the outcomes of the meeting, click the **Submit** button to save this information with the appointment.

Adding an Ad-hoc Note:

1. Select a **Note Type** from the list presented on the Create Note screen. This list is based on your relationship to the student and the associated permissions for that role.

Current General Note Types:



Advising Note- Used by advisors to document notes and comments related to academic advising.

Email Sent- Used by advisors to document when emails were sent to students either through message feature in MavCONNECT (only viewable between sender and receiver) or outside of the system.

Instructor to Advisor Notes- Notes that are visible between course instructors and advisors

2. Once you have selected a note type, other roles who will be able to view this note on the student folder are listed in the blue box labeled "Note Permissions" beneath the Note Sharing settings. Only individuals with the roles listed who have a relationship the student will be able to view this note on the student folder. Be sure to keep the note "shared”.

3. You also have the option to email a copy of the note to the student and to yourself by checking the desired "Send copy" check boxes. Students do not have any "view" permissions to notes added to their student folder this way. If you do not email the note to the student, they will not have access to it unless they request a copy of their academic records.

4. Click the **Submit** button to save your note.