Adding Notes to a Student Audit

ATHENS STATE UNIVERSITY

November 2014

Topics

- Adding and Viewing Notes in a Student Audit Using the Notes Tab
- Adding a Note Using the Add Note Icon

ATHENS STATE UNIVERSITY

About Notes

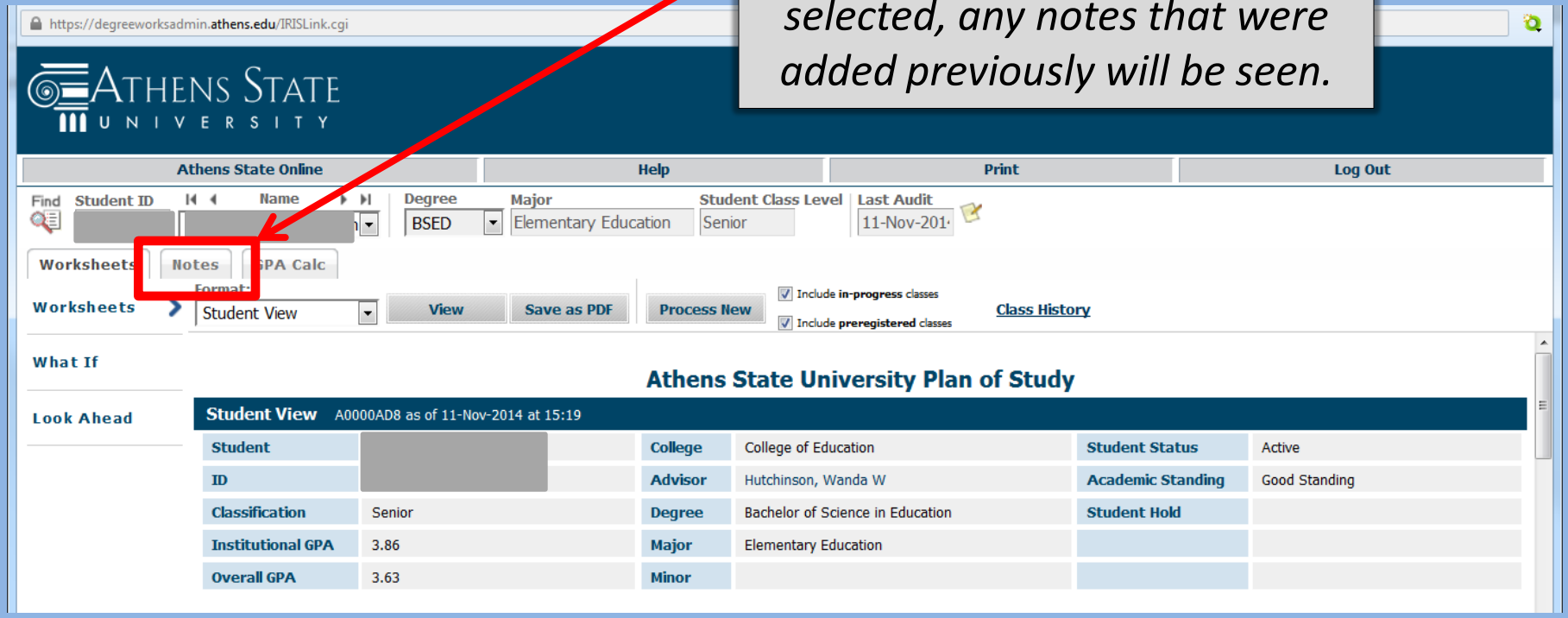
- One of the many useful features in Degree Works is the ability for advisors to compose and save advising notes directly in a student's audit
- These notes replace the need for written instructions or notations that advisors may have provided or emailed to a student after an advising session
- Notes can be added during an advising session while the audit is being reviewed by the advisor and student

About Notes

- **Please keep in mind**:
  - Notes are a permanent addition to the student's audit report and academic record – once added they **cannot** be deleted or modified
  - Notes can be viewed by anyone authorized to view the audit – both students and advisors
  - Unfortunately, at this time the Degree Works Notes function does not allow for active spell-checking; therefore Notes should be carefully reviewed before being saved

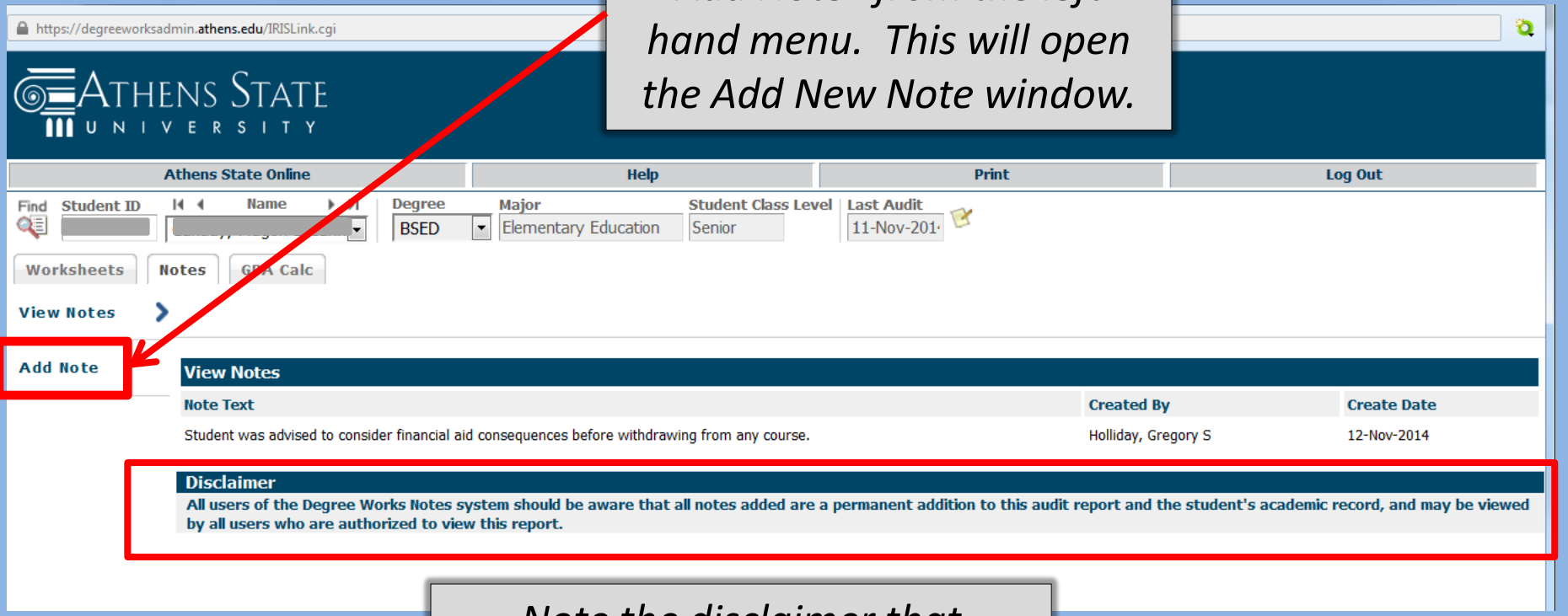
The Notes Tab

Clicking on the Notes Tab in the audit header will load the Notes options. Once the Notes Tab is selected, any notes that were added previously will be seen.



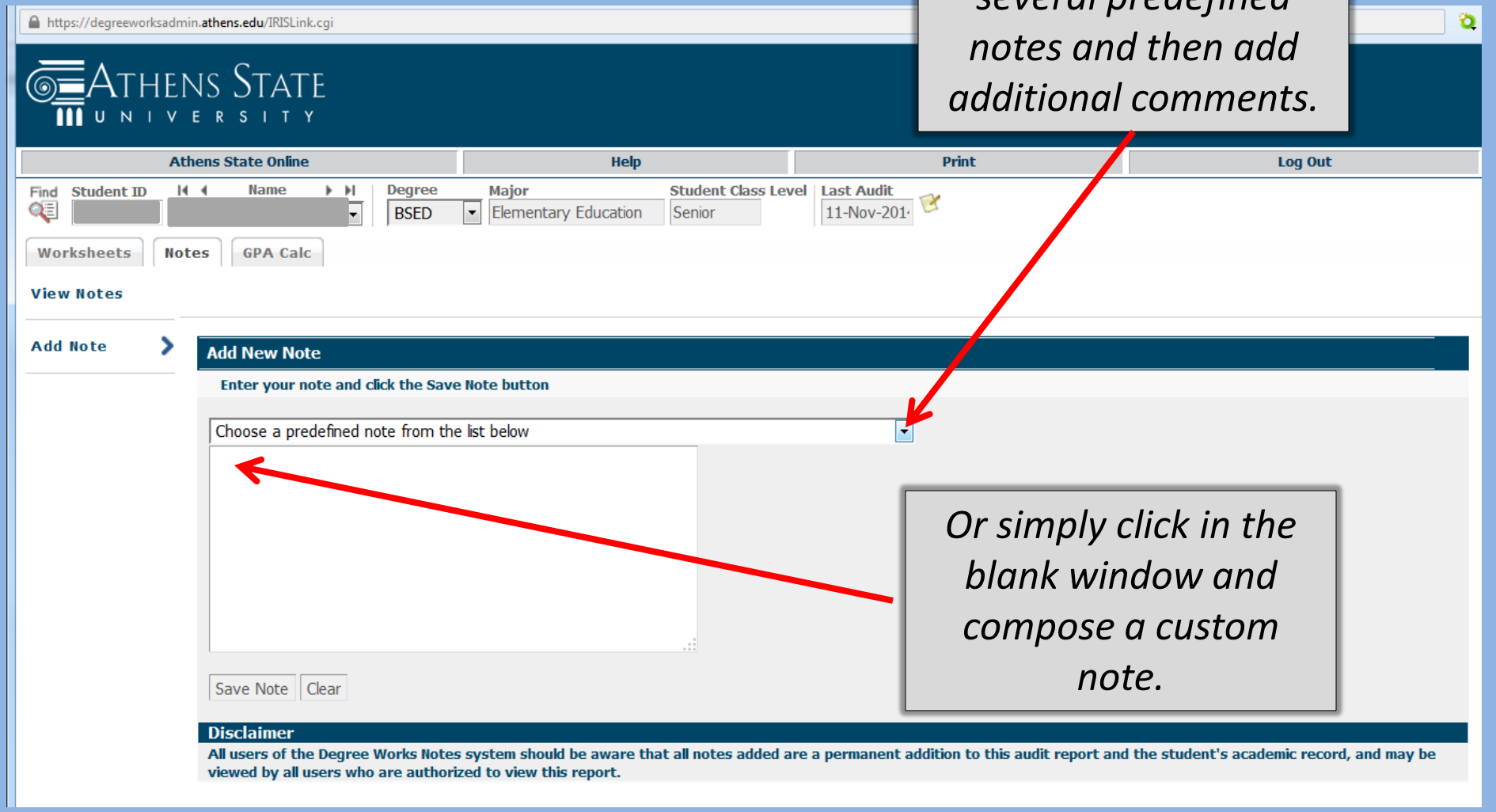
Add Note

To add a new note, select "Add Note" from the left-hand menu. This will open the Add New Note window.



Note the disclaimer that appears in all Notes windows.

Enter Note


https://degreeworksadmin.athens.edu/IRISLink.cgi
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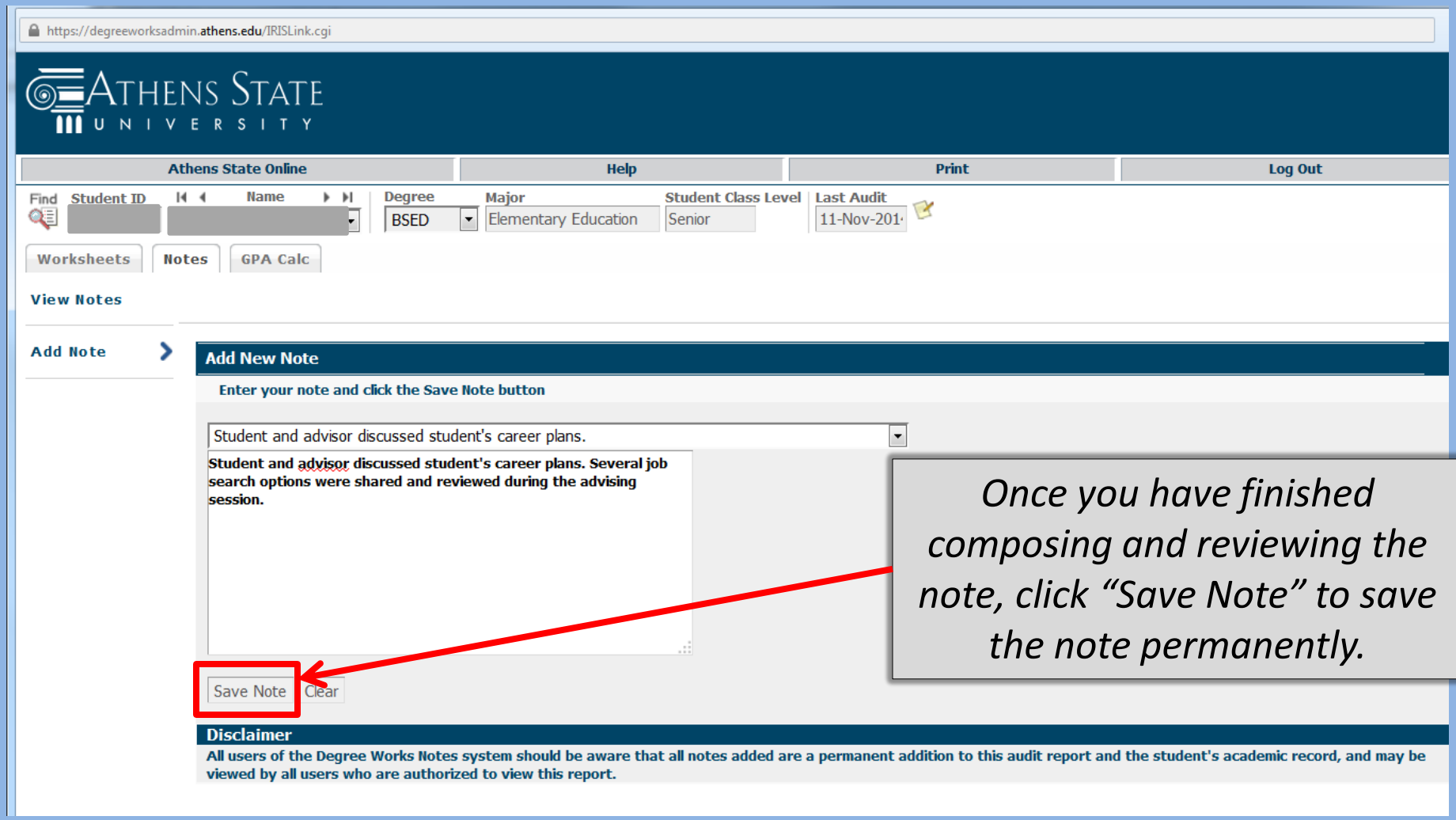
Athens State Online
Help
Print
Log Out
Find
Student ID
Name
Degree
BSED
Major
Elementary Education
Student Class Level
Senior
Last Audit
11-Nov-201
Worksheets
Notes
GPA Calc
View Notes
Add Note
Add New Note
Enter your note and click the Save Note button
Choose a predefined note from the list below
Save Note
Clear
Disclaimer
All users of the Degree Works Notes system should be aware that all notes added are a permanent addition to this audit report and the student's academic record, and may be viewed by all users who are authorized to view this report.
You can choose from several predefined notes and then add additional comments.
Or simply click in the blank window and compose a custom note.

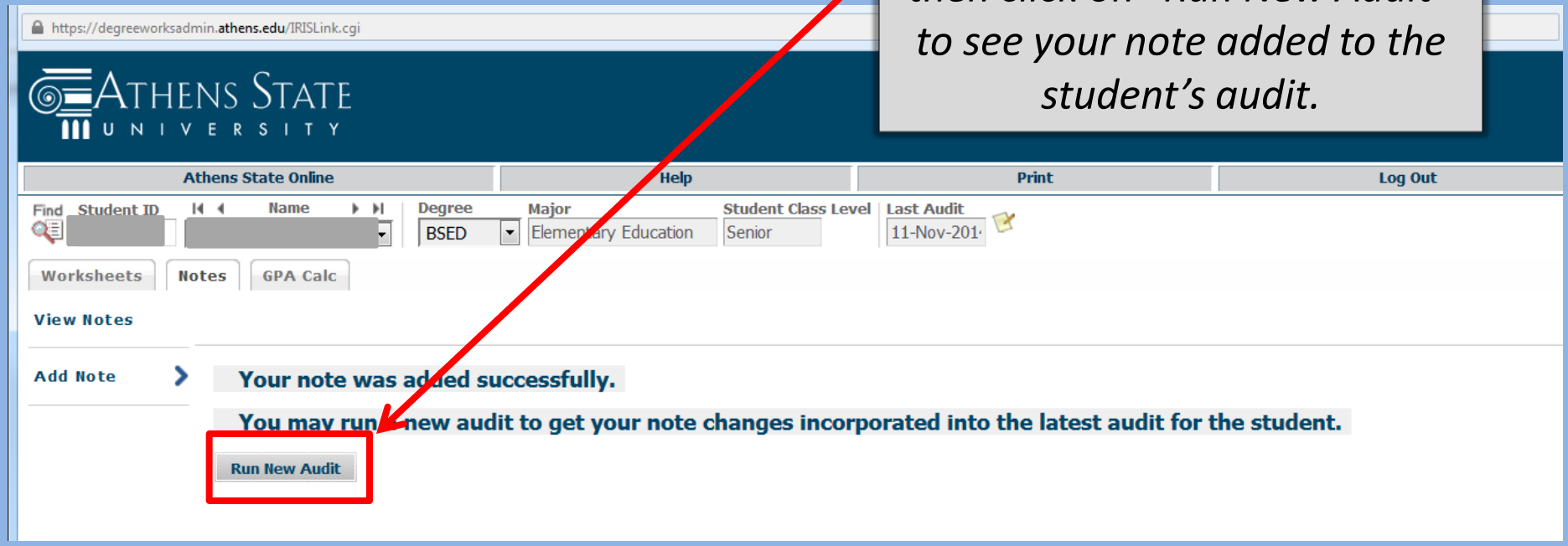
Save Note



Once you have finished composing and reviewing the note, click "Save Note" to save the note permanently.

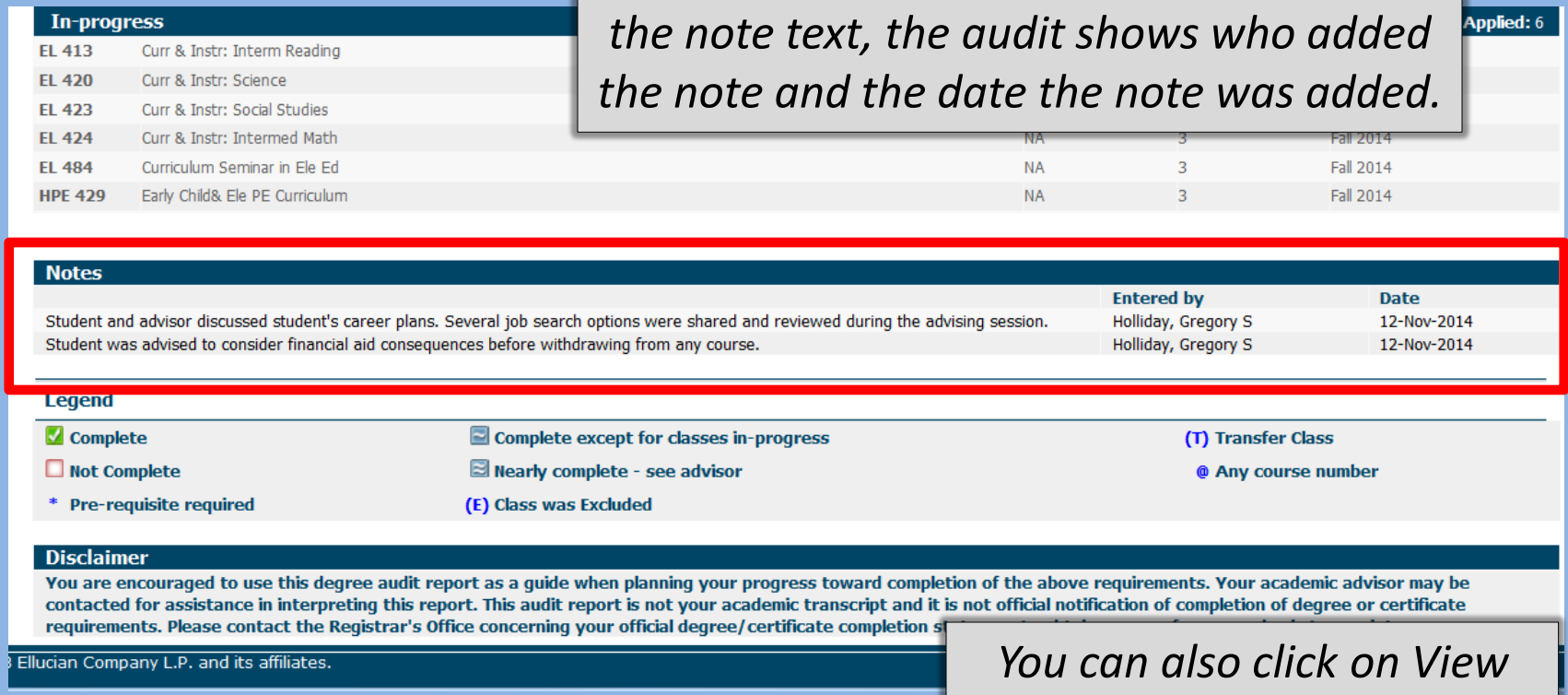
Note Added Successfully

After clicking "Save Note" you will get a confirmation that your note was added. You can then click on "Run New Audit" to see your note added to the student's audit.



Viewing Notes on the Audit

Once notes are added to the student's audit and a new audit is run, notes appear at the bottom of the audit. In addition to the note text, the audit shows who added the note and the date the note was added.



In-progress — **Applied:** 6

EL 413	Curr & Instr: Interm Reading			
EL 420	Curr & Instr: Science			
EL 423	Curr & Instr: Social Studies			
EL 424	Curr & Instr: Intermed Math	NA	3	Fall 2014
EL 484	Curriculum Seminar in Ele Ed	NA	3	Fall 2014
HPE 429	Early Child& Ele PE Curriculum	NA	3	Fall 2014

Notes

	Entered by	Date
Student and advisor discussed student's career plans. Several job search options were shared and reviewed during the advising session.	Holliday, Gregory S	12-Nov-2014
Student was advised to consider financial aid consequences before withdrawing from any course.	Holliday, Gregory S	12-Nov-2014

Legend

- Complete
- Not Complete
- * Pre-requisite required
- Complete except for classes in-progress
- Nearly complete - see advisor
- (E) Class was Excluded
- (T) Transfer Class
- @ Any course number

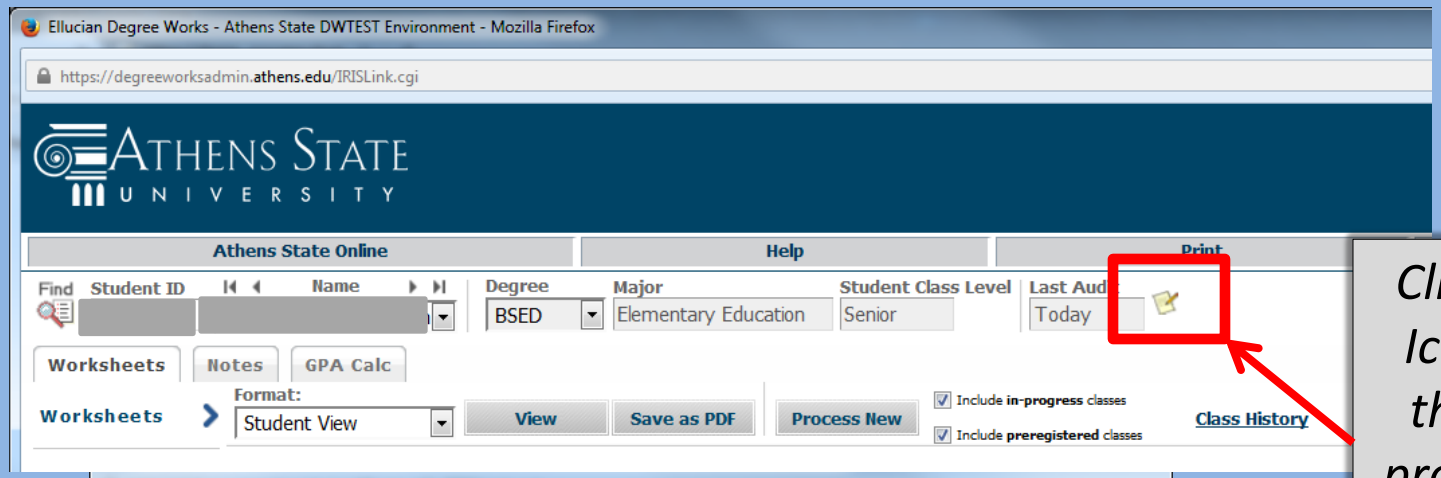
Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor may be contacted for assistance in interpreting this report. This audit report is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office concerning your official degree/certificate completion st

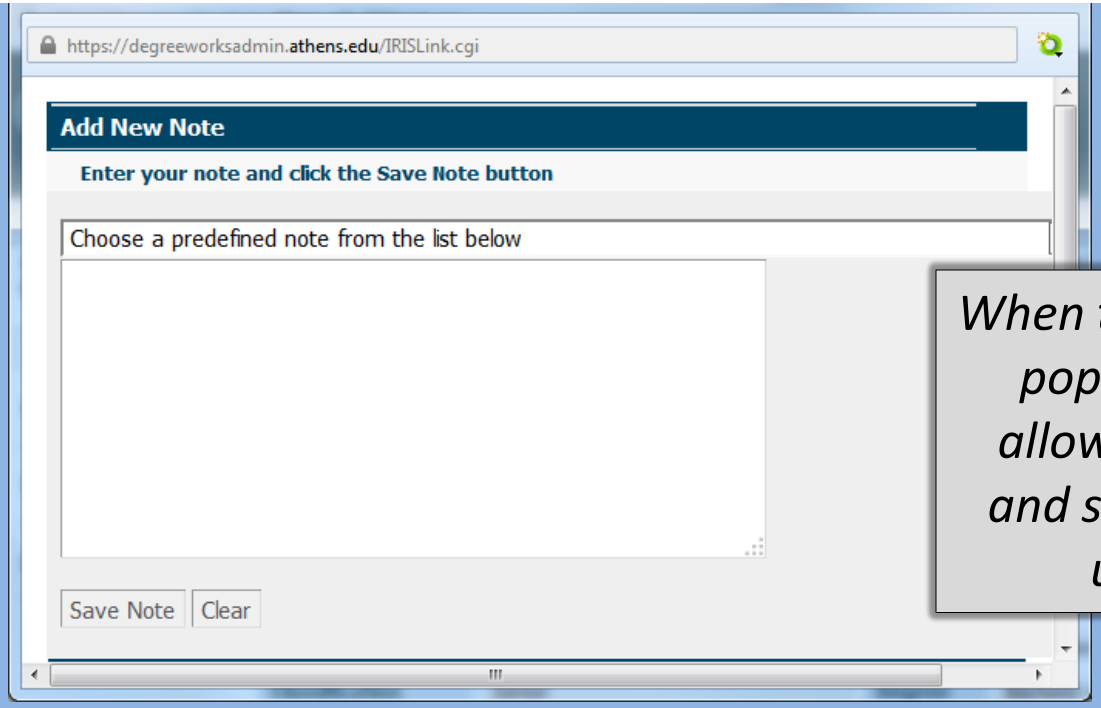
Ellucian Company L.P. and its affiliates.

You can also click on View Notes from the Notes Tab to review all saved notes.

The Notes Icon



Clicking the Notes Icon at the top of the audit header provides a shortcut for adding new notes.



When the Notes icon is clicked, a pop-up window opens that allows notes to be composed and saved in the same way as using the Notes Tab.

End of Tutorial

- Please view the other available tutorials that will help you make the most out of using Degree Works.

www.athens.edu/degreeworks

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