

# Adding Notes to a Student Audit



November 2014

# Topics

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





# 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.*

The screenshot shows the Athens State Online interface. At the top, there is a navigation bar with "Athens State Online", "Help", "Print", and "Log Out". Below this is a search area with fields for "Student ID", "Name", "Degree", "Major", "Student Class Level", and "Last Audit". The "Notes" tab is highlighted in a red box, and a red arrow points from the text box above to it. Below the search area, there are buttons for "Worksheets", "Notes", and "GPA Calc". The "Notes" button is selected. Below this, there are buttons for "View", "Save as PDF", and "Process New". There are also checkboxes for "Include in-progress classes" and "Include preregistered classes". The main content area is titled "Athens State University Plan of Study" and shows a "Student View" for student A0000AD8 as of 11-Nov-2014 at 15:19. The student information is displayed in a table.

Student	College	Student Status
[Redacted]	College of Education	Active
ID	Advisor	Academic Standing
[Redacted]	Hutchinson, Wanda W	Good Standing
Classification	Degree	Student Hold
Senior	Bachelor of Science in Education	
Institutional GPA	Major	
3.86	Elementary Education	
Overall GPA	Minor	
3.63		



# Add Note

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

Athens State Online      Help      Print      Log Out

Find Student ID    Name    Degree    Major    Student Class Level    Last Audit

Worksheets    Notes    GPA Calc

View Notes >

**Add Note**

Note Text	Created By	Create Date
Student was advised to consider financial aid consequences before withdrawing from any course.	Holliday, Gregory S	12-Nov-2014

**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.

*Note the disclaimer that appears in all Notes windows.*

# Enter Note

*You can choose from several predefined notes and then add additional comments.*

https://degreeworksadmin.athens.edu/TRISLink.cgi

Athens State Online

Help

Print

Log Out

Find Student ID Name Degree Major Student Class Level Last Audit  
BSED Elementary Education Senior 11-Nov-2011

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

*Or simply click in the blank window and compose a custom note.*

#### 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.



# Save Note

https://degreeworksadmin.athens.edu/IRISLink.cgi

**ATHENS STATE UNIVERSITY**

Athens State Online      Help      Print      Log Out

Find Student ID    Name    Degree    Major    Student Class Level    Last Audit

Student ID: [redacted]    Name: [redacted]    Degree: BSED    Major: Elementary Education    Student Class Level: Senior    Last Audit: 11-Nov-2011

Worksheets    Notes    GPA Calc

**View Notes**

**Add Note** >

**Add New Note**

Enter your note and click the Save Note button

Student and advisor discussed student's career plans.

~~Student and advisor discussed student's career plans. Several job search options were shared and reviewed during the advising session.~~

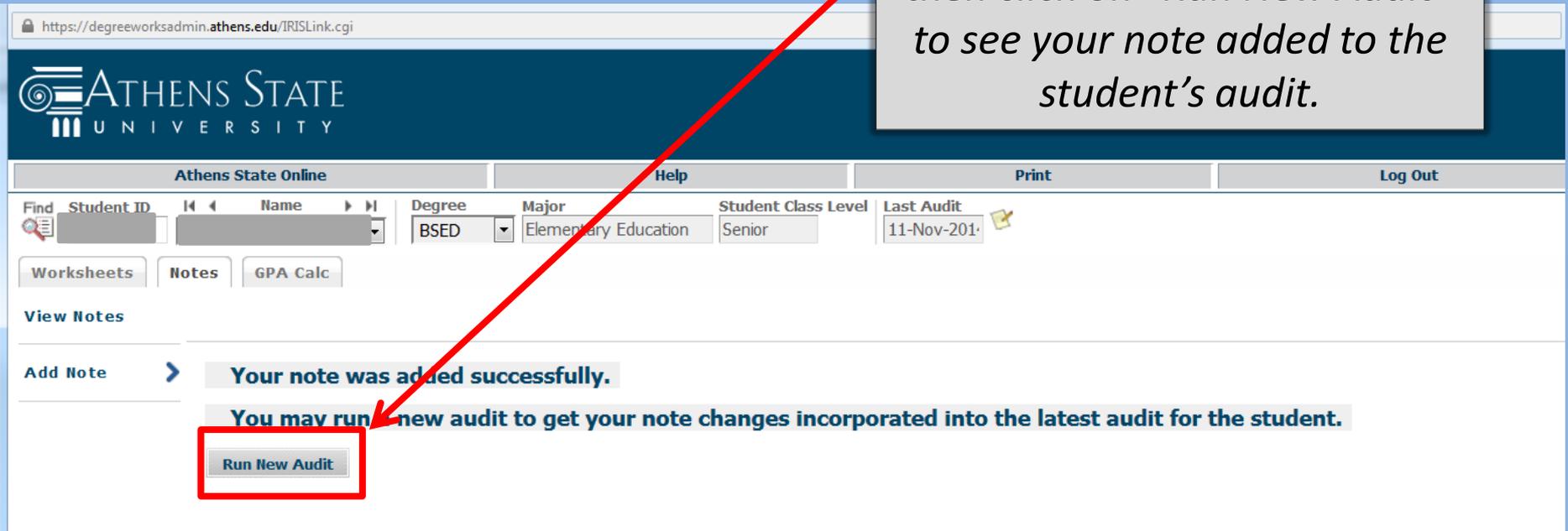
**Save Note**    Clear

**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.

*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.*



https://degreeworksadmin.athens.edu/IRISLink.cgi

ATHENS STATE UNIVERSITY

Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit

Student ID: [Redacted] Name: [Redacted] Degree: BSED Major: Elementary Education Student Class Level: Senior Last Audit: 11-Nov-2011

Worksheets Notes GPA Calc

View Notes

Add Note > **Your note was added successfully.**

**You may run a new audit to get your note changes incorporated into the latest audit for the student.**

**Run New 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: Intern 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

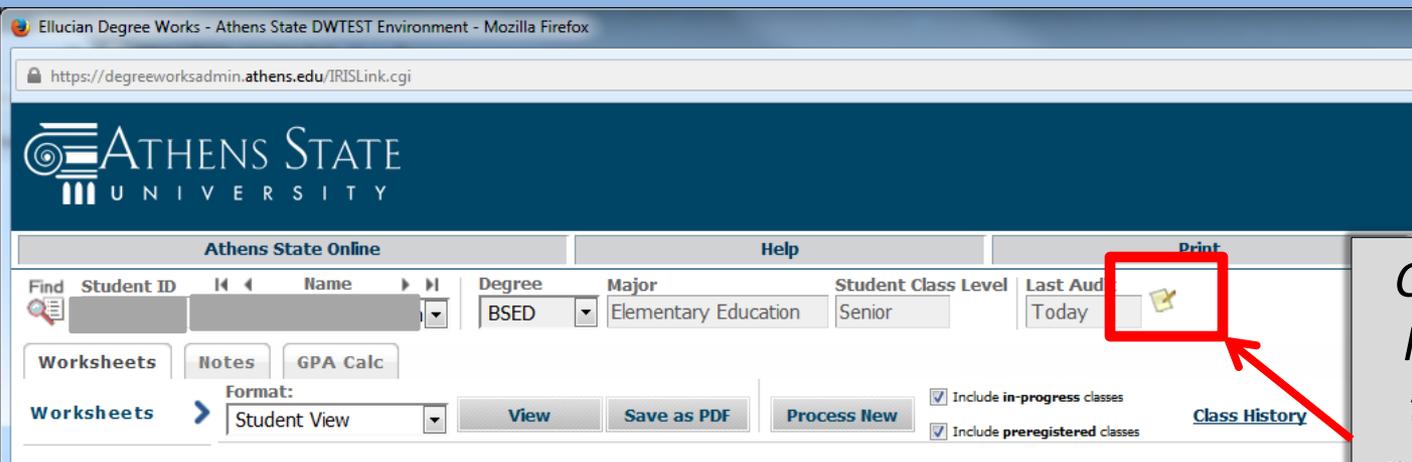
Notes		
	Entered by	Date
Student and advisor discussed student's career plans. Several job search options were shared and reviewed during the advising session.	Holliday, Gregory S	12-Nov-2014
Student was advised to consider financial aid consequences before withdrawing from any course.	Holliday, Gregory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

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number
* Pre-requisite required	(E) Class was Excluded	

**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 status.

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

# The Notes Icon



Elucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox

https://degreeworksadmin.athens.edu/IRISLink.cgi

ATHENS STATE UNIVERSITY

Athens State Online Help Print

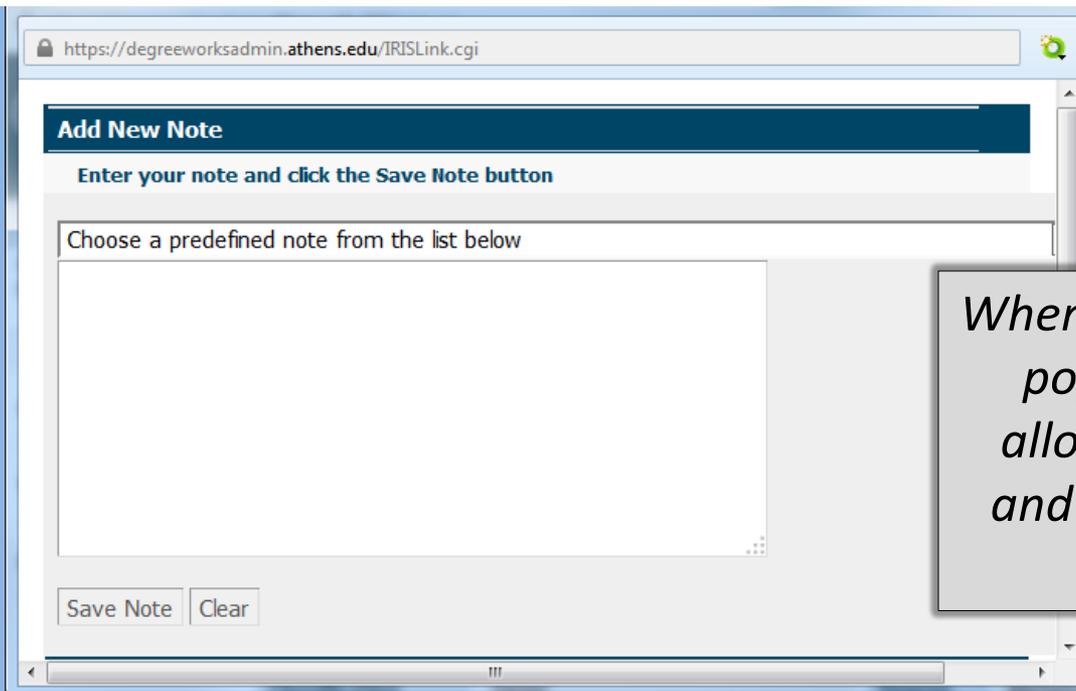
Find Student ID Name Degree Major Student Class Level Last Aud  
BSED Elementary Education Senior Today

Worksheets Notes GPA Calc

Worksheets Format: Student View View Save as PDF Process New Class History

Include in-progress classes  
 Include preregistered classes

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



https://degreeworksadmin.athens.edu/IRISLink.cgi

**Add New Note**

Enter your note and click the Save Note button

Choose a predefined note from the list below

Save Note Clear

*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](http://www.athens.edu/degreeworks)

