

Using My Advising Notes

Purpose: Users with approved security to add advising notes can filter, sort and search their entries via My Advising Notes. The following instructions describe how to use My Advising Notes.

Step	Action										
1a.	To access <i>My Advising Notes</i> from Advisor Center, go to My Advisees. Use the <i>my advising notes</i> link below your list of advisees.										
	Favorite	s⊤∣N	lain Menu – 🔷 Se	lf Service 🚽 > 🛛 A	dvisor Center 👻 > My Advisees						
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	Paul Richard Panther										
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					Find						
		Notify M	lame	ID	View Student Details	Advising Notes					
	1		Cat,TC	675138	View Student Details						
	2		tar,Sally Super	661524	<u>View Student Details</u>						
	3		eacher,Tammy	675639	View Student Details						
	notify selected advisees notify all advisees my advising notes										



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Using My Advising Notes

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	TC Cat	University of Northern Iowa	Student Request: Substitute for LAC 3B	Undergraduate	General Advising Note	Paul Richard Panthe	Paul Richard Panther	Open	Overdue	09/28/2
	TC Cat	University of Northern Iowa	152BA	Undergraduate	General Advising Note	Michele K Peck	Paul Richard Panther	Open	None	09/28/2
	Tammy Teacher	University of Northern Iowa	LAC Midterm Grade	Office: Academic Advising		Paul Richard Panthe	Paul Richard Panther	Open	Pending	09/28/2
	Tammy Teacher	University of Northern Iowa	Career Cruising Workshop 9/23/15	Office: Academic Advising	Event	Paul Richard Panthe	Paul Richard Panther	Open	None	09/28/2
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Use one or more of the Filter Notes options: Institution: UNICS (required before Category filters) Category: Select option from drop-down menu. (required before Subcat filters) Subcategory: Select option from drop-down menu. Note Status: Open or Closed. Defaults to Open. Created By: Enter the user id. Created By: Enter the user id. Created By: Enter the user of days of when the note was initially creat Last Updated: Select from a range of days of when the note was initially creat Last Updated: Select from None, Overdue and Pending options., Filter Notes Subcategory General Advising Note Note Status Created By: General Advising Note Created By: General Advis	Category Open Created 7 Days Subcategory Open Created 7 Days Note Status Open Created Created Subcategory: Select option from drop-down menu. (required before Subcrifilters) Category: Select option from drop-down menu. (required before Subcrifilters) Subcategory: Select option from drop-down menu. Note Status: Open or Closed. Defaults to Open. Created By: Enter the user id. Created By: Enter the user id. Created By: Select from a range of days of when the note was last u Action Items: Select from None, Overdue and Pending options., Filter Notes Institution University of Northern Towa Created By Subcategory General Advising Note Category Open Open Category General Advising Note Category Open Open Action Items Category Open Open Category General A	Institution			
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6. Sorting the advising notes list to display the list in a different order. *Click* on any of the headings to sort in alpha/numeric order. For example, if you sort on Subject, Advising Name Institution Subject Category Note then the list of notes will appear in alpha/numeric order by subject. Advising Name Institution Subject Category Note University of ₩, TC Cat 152BA Undergraduate Northern Iowa Office: University of Career Cruising Workshop Tammy Ξ, Academic Teacher Northern Iowa 9/23/15 Advising Derek University of **...**, Internship Doesitall Northern Iowa Office: Tammy University of, LAC Midterm Grade Academic Northern Iowa Teacher Advising University of Student Request: ₩, TC Cat Undergraduate Northern Iowa Substitute for LAC 3B If you sort again by Subject, then the list of notes will appear in reverse alpha/numeric order: Advising Name Institution Subject Category Note University of Student Request: ш, TC Cat Undergraduate Northern Iowa Substitute for LAC 3B Office: University of Tammy ш, LAC Midterm Grade Academic Teacher Northern Iowa Advising Derek University of ш, Internship Doesitall Northern Iowa Office: Tammy University of Career Cruising Workshop н, Academic Teacher Northern Iowa 9/23/15 Advising University of ш°, TC Cat 152BA Undergraduate Northern Iowa Note: users may wish to standardize some common subjects used and save to a spreadsheet kept on their desktop. By using the same phrase and spacing, common subjects will auto sort together.