


Viewing Advising Notes

1. Click the **Degree Audit** tile from the Student Homepage.
2. Click on the  **Advising Notes** icon.

3. Click the **Advising Note** icon to display note.

- Click the **Update Note** button if a response is required.

The screenshot shows the 'Advising Note' interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below this is the 'Advising Note' section with the following details:

- Institution:** The University of Arkansas
- Category:** Advising Notes
- Subcategory:** Degree Clearance
- Assigned To:** [User Profile]
- Subject:** Discussion of changing majors
- Created On:** 02/26/2019
- Created By:** [User Profile]
- Status:** Open
- Contact Type:** In Person

Below the details is a yellow button labeled 'Update Note', which is circled in red. Underneath is the 'Note Items' section with a table:

Note Item	Entered On	Entered By	Comment
1	02/26/2019	[User Profile]	Discussion with student the pros and cons of changing majors to Political Science.

At the bottom, there is an 'Attachments' section with a table:

Attached File	Description	View
Change_of_major_form.docx	Change_of_major_form.docx	View

A 'Return' button is located at the bottom center.

- Click **Submit** to add a note.

The screenshot shows the 'Add A New Note Item' interface. At the top, there is a rich text editor with a toolbar containing various icons for text formatting and editing. The text area contains the following text:

After researching the current job market for Political Science majors, I've decided to stay with the current major.

Below the text editor is the 'Note Items' section with a table:

Note Item	Entered On	Entered By	Comment
1	02/26/2019	[User Profile]	Discussion with student the pros and cons of changing majors to Political Science.

At the bottom, there is an 'Attachments' section with a table:

Attached File	Description	View
Change_of_major_form.docx	Change_of_major_form.docx	View

Below the attachments is an 'Add Attachment' button. At the bottom left, there is a yellow button labeled 'Submit', which is circled in red. A 'Return' button is located at the bottom center.

- Click on the **View** button in the Note Items to open attachments. *Not all advising notes will have an attachment.*
- You may **Add Attachment** to the note if required.