Note Taking Within Stellic

Stellic

Today's Agenda

- Notification settings in Stellic
- Notes on plan items
- Updated student notes features! Discussing functionality, sharing, and notifications for:
  - Notes
  - Meeting minutes
  - Kudos
  - Share a Concern
  - Referral
- Best note taking practices

Notifications within Stellic

Admin Settings

Messages And Requests For Review

This setting controls how you are notified of messages, plan review requests, or any activity other than a student alert.

Daily ⌄

Student Settings

Messages

This setting controls how you are notified of messages (ex. if an advisor comments on your plan).

Daily ⌄

Plan Updates

This setting controls how you are notified when any change is made to your audit, plan, or schedule by an administrator or a data refresh.

Daily ⌄

Notes on all plan items

Spring 2021
18 shu

| MATH-0032 |
| **Calculus I** |

ME-0021
Mechanics II
RECOMMENDED

ME-0040
Engineering Design I
RECOMMENDED

PHY-0011
General Physics I W/lab

Physics Electives

You had expressed interest in PHY-0174 previously, which is only offered in the spring.

Chauncey Fadel, 16 hours ago

cancel   Add Note

Why?

Add a **why**, **asterisk,** or **caution** to each individual activity

Use cases

Students add comments on courses & activities

Advisors give comments to students on a particular course/activity

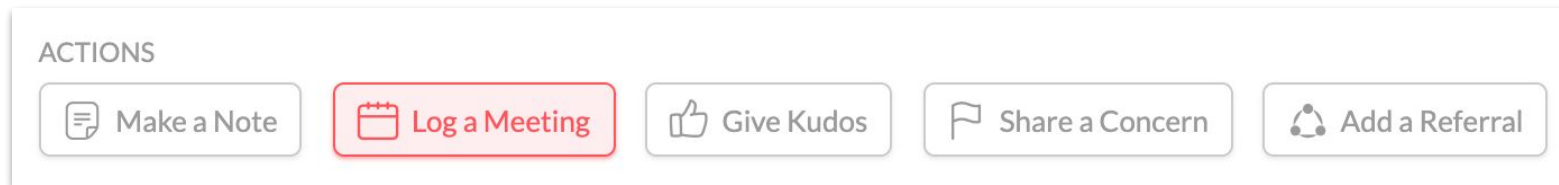Templates can propagate these notes onto a batch of students

Notes

Use: General note taking

Default visibility: All staff with access

Notifications: No notifications are generated by default unless someone is tagged, or the visibility is specifically set to them.

Log a Meeting

ACTIONS

Make a Note | **Log a Meeting** | Give Kudos | Share a Concern | Add a Referral

Use: Meeting minutes - same functionality as notes with additional date/location information.

Default visibility: All staff with access

Notifications: No notifications are generated unless someone is tagged, or the visibility is specifically set to them.

Give Kudos

Use: Congratulatory news!

Default visibility: All staff with access, **plus** the student - no option to change visibility here.

Notifications:
The student will receive a notification.
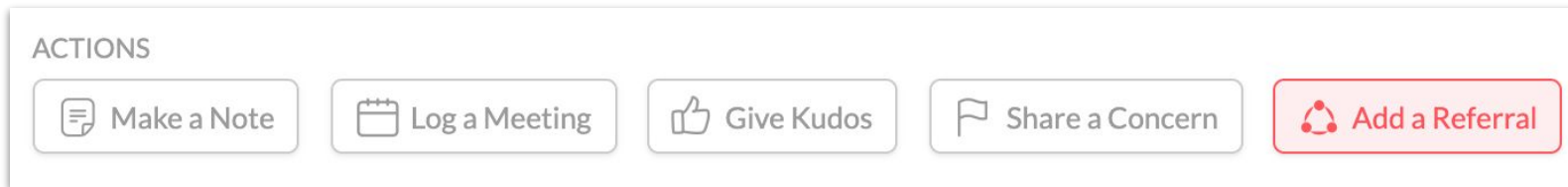
Share a Concern

Use: Alert other users to an issue with the student, or log for yourself a more critical note.

Default visibility: All staff with access. **No** option for student to view.

Notifications:
All **advisors** of the student receive a notification.

Add a Referral

ACTIONS

| Make a Note | Log a Meeting | Give Kudos | Share a Concern | Add a Referral |

Use: You are referring the student to another person/office/resources, and you want the referred party to be aware of this.

Default visibility: All staff with access

Notifications:
All users tagged in the referral receive a notification.

Student View

Audit	Planner	Courses	**Notes**

Darnell Hilpert made a note
Nov 12th 2020, 9:31 am 👁 Student 👁 All Staff With Access AUTO

Note:
Made the action to waive the requirement "COMP-0170" .

Darnell Hilpert made a referral
Nov 12th 2020, 9:30 am 👁 Student 👁 All Staff With Access

Referred To: ME Faculty

Comments:
Nick is interested in pursuing a full time research position for the summer.

Darnell Hilpert gave kudos
Nov 12th 2020, 9:29 am 👁 Student 👁 All Staff With Access

Reason: Improved Performance

Comments:
Great job this semester!

Darnell Hilpert logged a meeting
Nov 12th 2020, 9:29 am 👁 Student 👁 All Staff With Access

Date: Nov 3rd 2020
Location: Video Call

Meeting Minutes:
Meeting notes about registration

Best Note Taking Practices

- Notes within Stellic are considered to be part of the student's educational record.

- Notes should be factual, helpful, and free of subjective information.

- Do not include sensitive information in student notes.

  - Your institution may have guidance for best practices or standard nomenclature for sensitive content, such as:

    - Student's parent lost their job and may not be able to afford tuition ☹️

    - Referred student to financial aid office 🙂

- Document any interaction or information that would be helpful if another advisor had to step in for you tomorrow.

https://bit.ly/Stellic-MiniWeb5

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