

## Recording a Student Interaction in Campus Connect

### Understanding the Basics

**Report on Advising:** This option should be used to record any in person advising interaction. List the facts – brief review of the conversation, course recommendations, referrals, and action steps. A report can be edited by the author at a later date if necessary.

**Add a Note on this Student:** This option should be used for anecdotal information that needs to be documented, especially when the content would be beneficial to other colleagues who may work with the student. It is not an alternative to a *Report on Advising*. This feature is also a good place to record information on a phone call or email exchange. Authors do not have the capability to edit notes at this time. If adjustments need to be made to note visibility, please email UGS-CAMPUS-CONNECT@fsu.edu.

### Visibility

**Report on Advising:** All staff users in the security group can see the content of these reports. Students will have access to their own reports (that are created in the FSU security group) via their Campus Connect portal log-in.

**Add a Note on this Student:** Users can manipulate the visibility of this information.

- Default view: Visible to all staff users in the security group.
- Author only: Note is considered “private”. Other users are not aware of its existence. This option is appropriate to use when documenting SDRC, Counseling Center, Victim Advocate, or other sensitive situations.
- Student: This gives students the ability to review the note via the Campus Connect student portal.

### Completing a Report on Advising

**Reason:** The default is *Please Select a Reason*. Users can add more than one reason in applicable situations (ex. graduation check, major change, Nole Call, SAP report).

**Course:** This populates current term enrollment and users can only select one course. It is not a mandatory field.

**Location:** Mandatory field

**Attendees:** Unchecking the student’s name will record them as a no-show.

**Suggested Follow-up:** The information exclusively resides in the report. The student will not be prompted or reminded about the suggestion.

**Appointment Summary:** Attachments can be added if a site utilizes paper-based forms.

### Creating a Report/Note for Multiple Students

When viewing a list of students (from a watch list or an advanced search), the actions drop down will allow for the creation of a duplicate *Note* or *Report on Advising* for multiple students.

### Track Your Work Flow

Using the *Reports* tab on the left-side menu, you can track your student interaction via date, reason for appointment, no-show, etc.

Please Note: Regardless of visibility/security settings in Campus Connect, should a student request their records, the university is required to provide them to the student. Be mindful of all information you post.