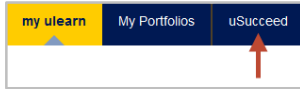


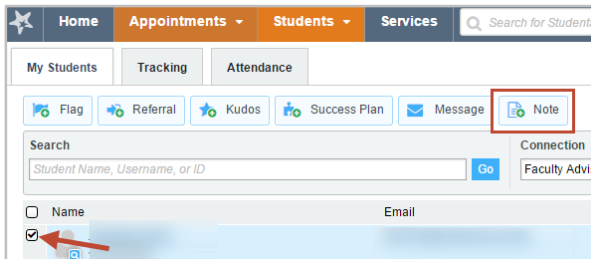
Instructions

Follow the steps listed for creating advising notes for an advisee.

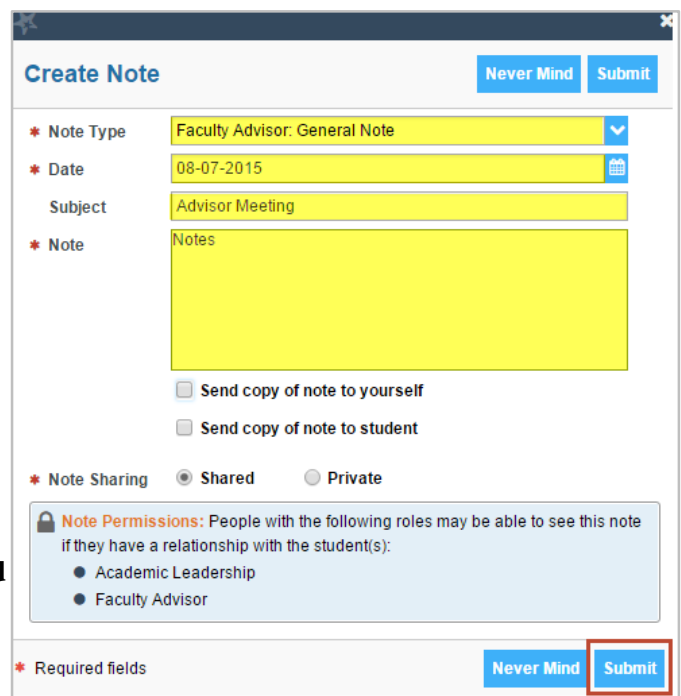
1. Faculty Advisors are able to creating advising notes for their advisees during the term. To create an advising note, begin by logging into uSucceed.



2. To view all advisees, click on **Students** across the top bar and select **Faculty Advisor** from the **Connections** drop down box. Check the Click the **+Note** button to add an advising note.



3. In the Create Note window that pops up:
 - a. Select the **Note Type** from the drop down box.
 - b. Select a **Date**.
 - c. Type in a **Subject**
 - d. Type in **Notes** (notes will become part of the student's record).
 - e. If applicable, check the boxes to **send a copy** of the note to yourself or to the student.
 - f. **Note Sharing:** mark the note as **Shared** to share with other users who have access to the student in uSucceed or **Private** to limit the note only to the faculty advisor.
 - g. Click **Submit** to add the note.



4. Click **OK** in the **Operation Status** window that pops up notifying you that the item is created.

