



مركز النجاح الطلابي
Center for Student Success

ZUCSS

Student Notes

Advising and Risk Management (ARM)

Advisor Guide

Center for Student Success

Last updated on October 14, 2023.

Student Notes

1. Click on **Student Notes** and then **Add Note**.

The screenshot shows the ARM dashboard with a navigation bar at the top. The 'Student Notes' menu item is highlighted with a red box. Below the navigation bar, the 'Student Notes' section is visible, featuring a search form with 'Student ID' and 'Subject' fields, a 'GO' button, and a 'Show All Notes' checkbox. The 'Add Note' button is also highlighted with a red box.

Note: Student Notes are not visible to students.

2. Enter the **Student ID** or **Browse Student Directory** to find a student by term, college, academic standing or other information. Then, click the **Select** or **GO** button to proceed.

The screenshot shows the 'Student Notes - Select Student' form. It includes a section for 'By Student ID' with a text input field labeled 'Please enter Student ID:' and a green 'Select' button, both highlighted with a red box. Below this is the 'Browse Students Directory' section, which contains several dropdown menus for 'Term' (202321 - 2023 Fall Semester), 'College' (Any), 'Academic Standing' (Any), 'Program', and 'Campus' (Any), along with a red 'GO' button. This entire section is also highlighted with a red box.

3. Fill the required details and **Save Note**.

Subject: *
Enter your subject here

Note Type: *
--Select--

Comment: *
Enter your note comments here

Supporting Documents
Accepted documents format are XLSX,DOCX,PDF,JPG,PNG and should not exceed 5MB per file.

Choose File
Choose File No file chosen

Upload File

Confidential Note (Nobody else can see this except Administrator) *

Save Note

Note:

- Tick **Confidential Note** so that nobody else can see your notes except administrators.
- Non-confidential Student Note created by a user is visible to the user, advising administrator, advisors, Dean, Assistant Dean, Chair, Program Chair & VP

4. After saving a note, click the **Details** to edit/update the student notes or click **Delete** button to remove the note.

Student Notes

Below is the list of notes and appointments.

Student ID: Subject: Show All Notes

Number of records shown: 1,568

Show entries Quick search:

Created Date	Category	Note Type	Subject	Student	Comments	Created By	Visibility	
Sep 26, 2023 12:07 PM	Note	Other	Test subject		Test			<input type="button" value="Details"/> <input type="button" value="Delete"/>