



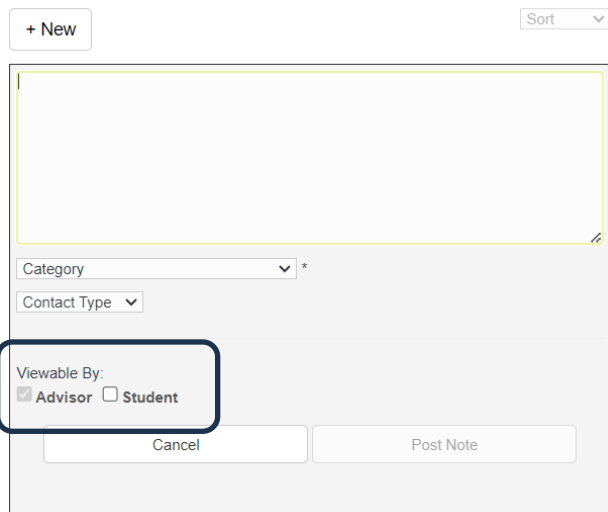
ADVISOR NOTES for students – COMING MARCH 2024

Starting March 11th, New Aurora functionality for students will be rolled out including **Advisor Notes**.

Once the Student Profile is live, any notes checked as '**Viewable by the Student**' (from that point forward), will be viewable to students.

Advisor Notes entered prior to March 1, 2024, will not be viewable to the student. Staff may choose to make any previous notes viewable to the student in SWANOTE. Simply change the setting for your previous note to be 'Viewable by Student'.

By design, **the default checkbox setting for Advisor Notes is 'Viewable by Advisor'**. The "Viewable by Student" checkbox must be checked in order for a student to view any notes.



The screenshot shows a 'New Note' form with the following elements:

- A '+ New' button and a 'Sort' dropdown menu.
- A large text area for entering the note.
- A 'Category' dropdown menu with an asterisk.
- A 'Contact Type' dropdown menu.
- A 'Viewable By' section with two radio buttons: 'Advisor' (checked) and 'Student' (unchecked).
- 'Cancel' and 'Post Note' buttons at the bottom.



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