

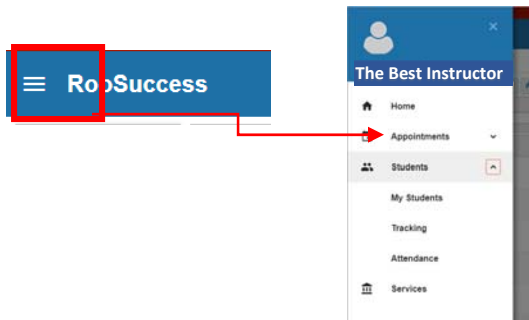
---

## *ROOSUCCESS: DOCUMENTING THE OUTCOMES OF AN APPOINTMENT*

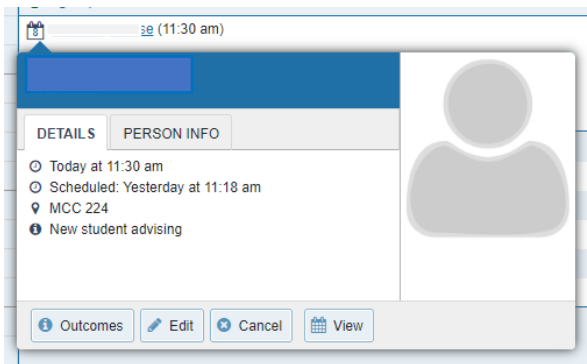
---

### Link to RooSuccess

After you have met with your student, you can document the outcomes for your future reference as well as anyone else in the student's Success Network to be able to view.



Rollover the tiny icon next to your student name , to see options. Click on the Outcomes button.



Under Outcomes, you can 1) indicate actual time that the appointment started and ended, if desired; 2) send documentation of your conversation to the student and/or 3) makes notes about what happened in the appointment for your future reference or for others in the student's Success Network to be able to review and reinforce. How you use this will vary with the student and the content of the appointment. Even if you do not send a copy of the note to the student, keep in mind that students can request to see any information that we keep on them. Once the comments are done, click Submit.

Documenting the meeting in this way will connect the notes to Meetings in the student “folder”:

- Click on a student name to “open the folder” and see details on your student. You can find documentation of an appointment under either the **Meetings tab** or the **Notes Tab**:

Date / Time	Reason	Scheduled By
12-04-2019 at 1:00 pm (Appointment)	Registration / Class Schedule	Shelly Thompson
<p>Comments: Tim had recommendations from his advisor but had run into some full classes and was not sure what to do with them next. We put him on the his requirements and review to decide on alternate courses. We discussed how he is totally able to choose alternate times on courses, but if he changes t waitlisted course and to contact us if he needs an alternate.</p> <p>Start: 1:05 pm 12-04-2019</p> <p>End: 1:35 pm 12-04-2019</p>		
11-14-2019 at 12:45 pm (Appointment)	Registration/class schedule	
<p>Description: To create my next semester schedule.</p>		
08-22-2019 at 1:16 pm (Walk-in Meeting)	Registration / Class Schedule	Sharon Tavernier
<p>Description: Schedule dropped for non-payment</p> <p>Start: 1:16 pm 08-22-2019</p> <p>End: 1:34 pm 08-22-2019</p>		

Or the **Notes tab**:

Created In Term	Written By
Active	Anyone
Type	Subject
Flag Comment	Clear Comment Not Engaged (Effort/Performance)
Advising Note	Follow-up from our meeting today
Appointment Comment	Appointment with [redacted] on 12/4/2019 for Registration / Class Schedule
<p>Tim had recommendations from his advisor but had run into some full classes and was not sure what to do with them next. We put him on the and review to decide on alternate courses. We discussed how he is totally able to choose alternate times on courses, but if he changes his cour contact us if he needs an alternate.</p>	
Flag Comment	Raise Comment Mid-term Alert
Flag Comment	Raise Comment Mid-term Alert