## **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.

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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:** 



## Or the Notes tab:

Overview	Cre	eated In Term	Written By				
Info	Ac	tive	~	Anyone			
n- Success Plans		Туре	Subject				
Courses	Œ	Flag Comment	Clear Comment Not Engaged (Effort/Performance	2)			
Tracking	Œ	Advising Note	Follow-up from our meeting today				
Meetings	Θ	Appointment Comment	Appointment with '	on 12/4/2019 for Registration / Class Schedule			
Notes		Tim had recommendations from his a and review to decide on alternate cou contact us if he needs an alternate.	dvisor but had run into some full classes and irses. We discussed how he is totally able to o	was not sure what to do with them next. We put him on th hoose alternate times on courses, but if he changes his o			
Network	œ	Flag Comment	Raise Comment Mid-term Alert				
	Œ	Flag Comment	Raise Comment				