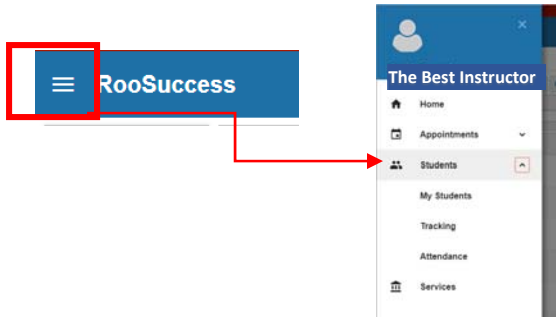# ROOSUCCESS: DOCUMENTING YOUR ADVISING SESSION
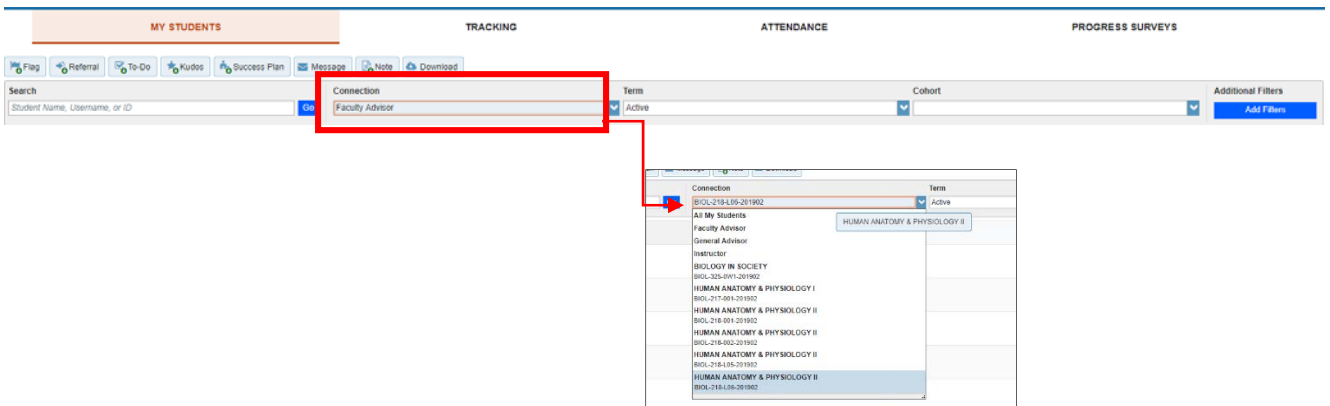
Link to RooSuccess
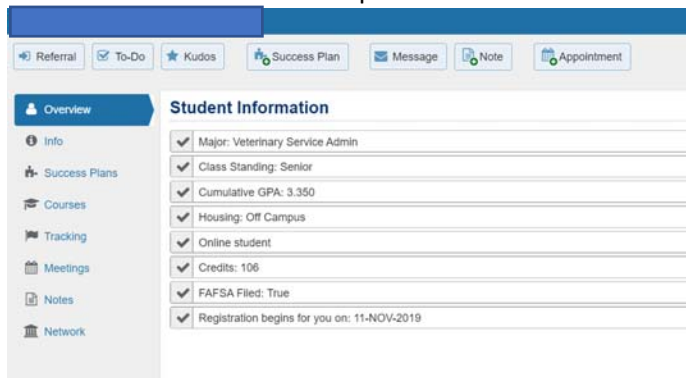
How to see your students:

Choose My Students to see all of your students:

Adjust the connection to see all of your students or by class/cohort/advisees. You can also search by first name, last name or ID number if you type it in the "Student" box:

- Click on a student name to "open the folder" and see details on your student:

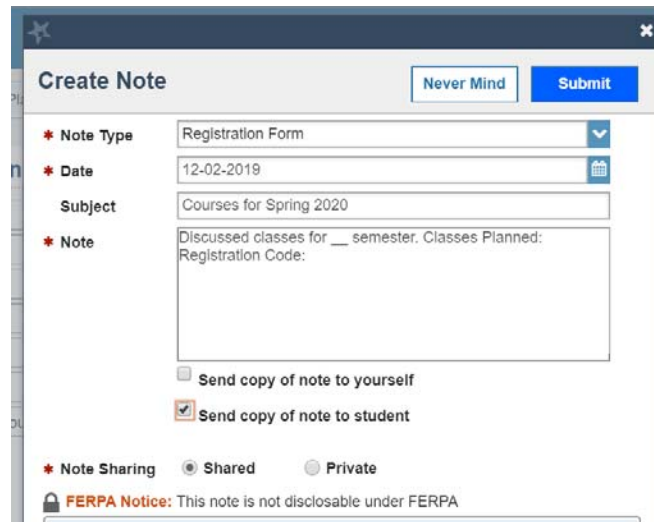## Documenting registration permission and providing the registration code:

1) You can document conversations around course scheduling, and providing the registration code.
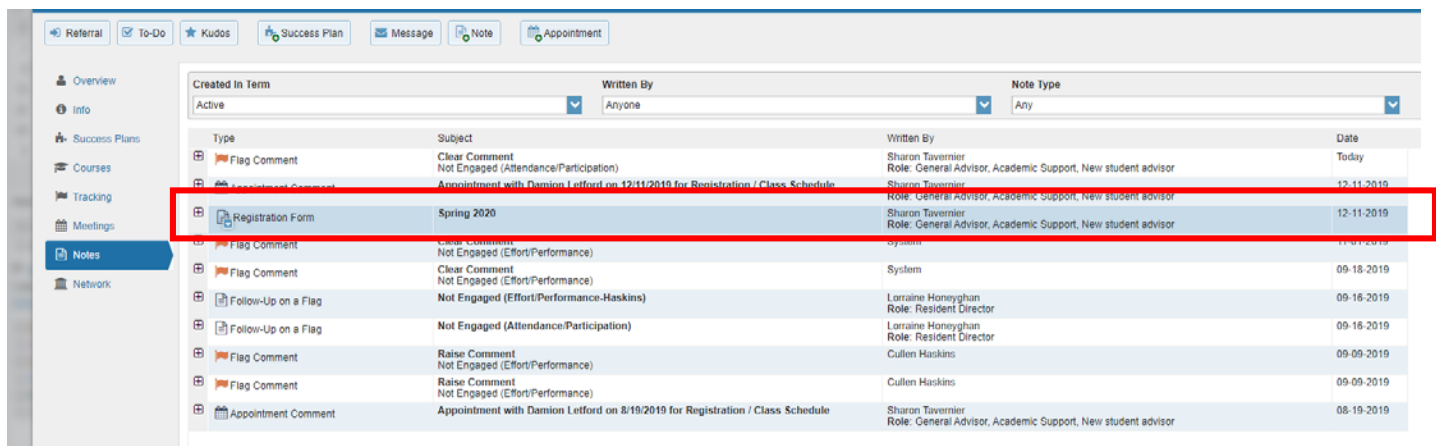
2) Click on the **Add Note button** [Note]

3) Choose **Registration Form** as the Note Type, use the **semester as the Subject Line.**

4) Adjust the default text as needed in the Note box. This Note can be very brief, just list the courses and the Registration Code. Send a copy to the student so that they have a reference with the courses discussed and the Registration Code. If you have other notes as a result of your meeting with the student, use meeting outcomes to document those.

5) Making this a Shared note means that others in the student's network can also see what was discussed and reinforce it. You can see it in the list of Notes for future reference.