

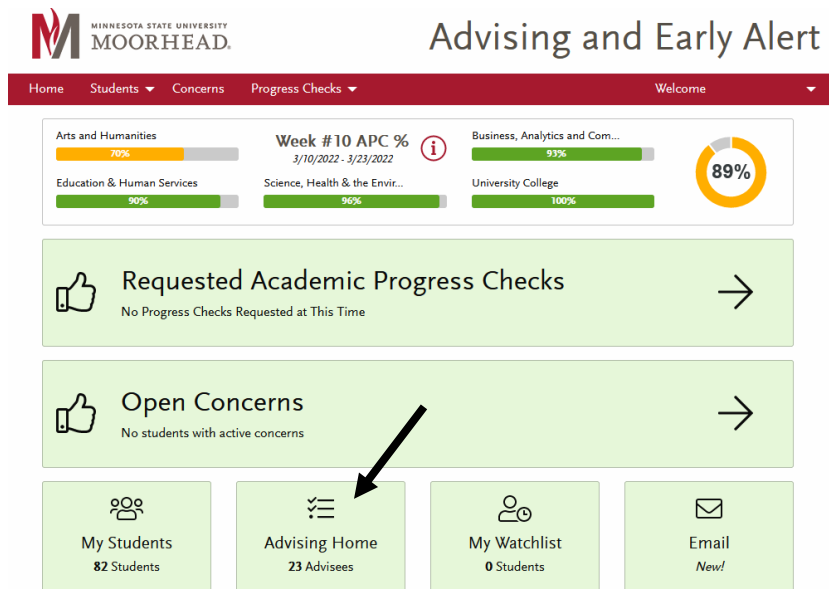
Adding Student Meeting Notes

Student meeting notes can be added to a student's page in Advising and Early Alert in 2 ways:

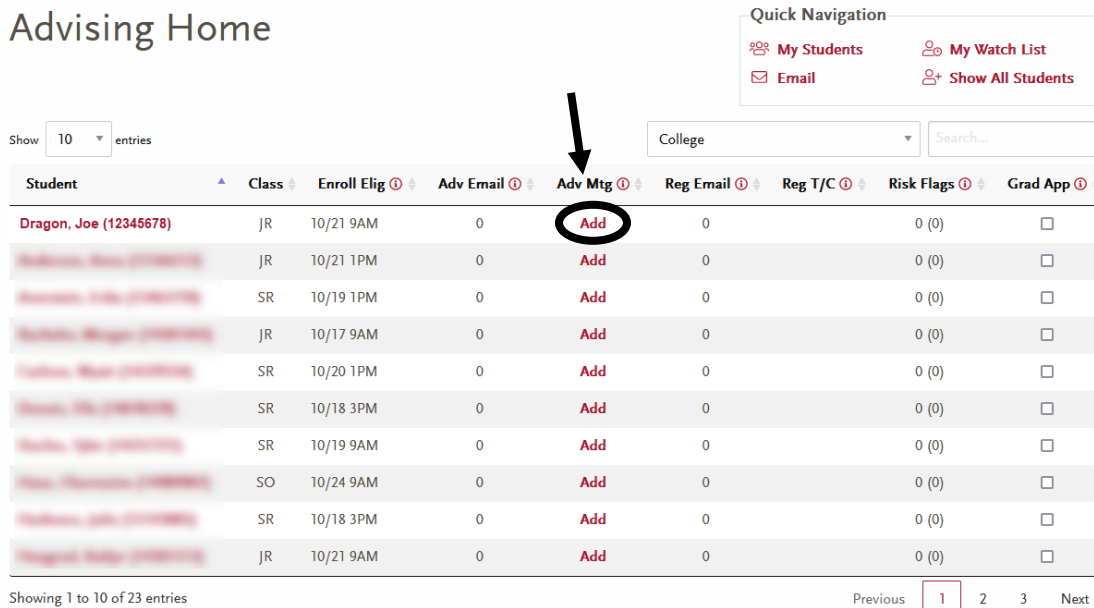
- 1.) Via Advising Home (advising meeting notes only)
- 2.) Via the student's individual page (advising, coaching, or other meeting notes)

To add Advising Meeting Notes via Advising Home:

1. Log in to Advising and Early Alert <https://my.mnstate.edu/earlyalert>
2. Click on 'Advising Home' on the main dashboard page



3. Click 'Add' under the Adv. Mtg column for the student you wish to add notes for



4. Add the date and any notes and click submit

Advising Home

Quick Navigation: My Students, My Watch List, Email, Show All Students

Show 10 entries

Student

Dragon, Joe (12345678)

Add Meeting

Date: 9/26/2022

Subject: Advising

Notes: [INSERT ADVISING NOTES]

Submit

Showing 1 to 10 of 23 entries

This list of advisees may differ from your advising list in eServices, which also includes students who are not enrolled in courses for this or any future term.

5. The date of the most recent advising meeting will then be populated for that student in the Adv Mtg column. You can review the meeting notes by clicking on the student's name and looking at their individual page within the system

Advising Home

Quick Navigation: My Students, My Watch List, Email, Show All Students

Show 10 entries

College Search...

Student	Class	Enroll Elig	Adv Email	Adv Mtg	Reg Email	Reg T/C	Risk Flags	Grad App
Dragon, Joe (12345678)	JR	10/21 9AM	1	9/26/2022	0		0 (0)	<input type="checkbox"/>
[Redacted]	JR	10/21 1PM	1	Add	0		0 (0)	<input type="checkbox"/>
[Redacted]	SR	10/19 1PM	1	Add	0		0 (0)	<input type="checkbox"/>
[Redacted]	JR	10/17 9AM	0	Add	0		0 (0)	<input type="checkbox"/>
[Redacted]	SR	10/20 1PM	0	Add	0		0 (0)	<input type="checkbox"/>
[Redacted]	SR	10/18 3PM	0	Add	0		0 (0)	<input type="checkbox"/>
[Redacted]	SR	10/19 9AM	0	Add	0		0 (0)	<input type="checkbox"/>
[Redacted]	SO	10/24 9AM	0	Add	0		0 (0)	<input type="checkbox"/>
[Redacted]	SR	10/18 3PM	0	Add	0		0 (0)	<input type="checkbox"/>
[Redacted]	JR	10/21 9AM	0	Add	0		0 (0)	<input type="checkbox"/>

Showing 1 to 10 of 23 entries

Previous 1 2 3 Next

To add Meeting Notes via the Student's Individual Page:

1. Log in to Advising and Early Alert <https://my.mnstate.edu/earlyalert>
2. Navigate to the student's page either by clicking 'My Students' and searching for their name or if they are an advisee, click on Advising Home and click the student's name

MINNESOTA STATE UNIVERSITY MOORHEAD. Advising and Early Alert

Home Students Concerns Progress Checks Welcome

Arts and Humanities 70% Week #10 APC % 3/10/2022 - 3/23/2022 89% Business, Analytics and Com... 93% Education & Human Services 90% Science, Health & the Envir... 96% University College 100%

Requested Academic Progress Checks No Progress Checks Requested at This Time

Open Concerns No students with active concerns

My Students 82 Students Advising Home 23 Advisees My Watchlist 0 Students Email New!

3. Once on the student's page, click on 'add new meeting' either under the meetings tab or by clicking 'add meeting' in the top quick action panel

Quick Actions

- Add Watch List
- Create Concern
- Add Meeting
- Send Email

Information

Academic Warning, Unpaid Balance Hold

Legal Name: Joe Dragon Major: Undeclared
Class: Freshman Minor: N/A
Advisor: Jane Doe


Show More Information

All Concerns Updates Emails

Notes Meetings Files Tutoring

Add New Meeting +

4. Add in the date, meeting subject (advising, coaching, or other), and notes and click 'submit'
5. The meeting will be populated under the meetings tab and you can refer back to those notes later



Joe Dragon
joe.dragon@go.mnstate.edu
12345678 | xx0012vy

Quick Actions
 Add Watch List
 Create Concern
 Add Meeting
 Send Email

Information

Academic Warning, Unpaid Balance Hold


Legal Name: Joe Dragon Major: Undeclared
Class: Freshman Minor: N/A
Advisor: Jane Doe

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Notes **Meetings** Files Tutoring

Add New Meeting
+

 Meeting Advising
Jane Doe
9/26/2022 +

Questions?

Contact Loren Baranko Faught (loren.baranko@mnstate.edu; 218-477-4727)