This document includes tutorials for the links listed below. Click the link to go to the section you wish to view. Click the section title to return to this menu.

**WHAT ARE NOTES**

- The notes feature allows an advisor to document academic advising on a student’s record.
- The notes feature allows advisors to add notes from a predefined list of comments.
- Notes can serve as a reminder to students.
- Notes can be helpful to other advisors that might meet with the same student.
- Notes cannot be deleted or modified.
- Notes are visible to the student.

**GETTING STARTED**

1. Log in to DegreeWorks through your OneStop Account from the ECU main webpage.

2. Click the Find button or enter the Banner ID of an advisee to begin using DegreeWorks.

**VIEWING A STUDENT’S NOTES**

1. Click on the Notes Tab.
2. Any Notes that have been added to the Students record will be displayed.

**ADDING NOTES TO A STUDENT AUDIT**

1. Click on the Notes Tab.

2. Click Add note button.

3. Click the drop down menu to select from a list of predefined notes.
4. Select the note you want to add by clicking on it. You may select as many notes from the drop down box as you’d like.

5. Review your note. If you’ve made a mistake and need to begin again, click the clear button. When you are finished reviewing your note, click the Save Note button to post it to the student’s record.

6. A message will appear on the screen to verify that your note was added successfully. To update the student’s audit and view the note, click the Run New Audit button.

7. The student’s audit will be shown and the note should appear at the bottom of the screen. The creator of the note and the day the note was written appear to the right of the note.

NOTE: You are still in the notes tab.