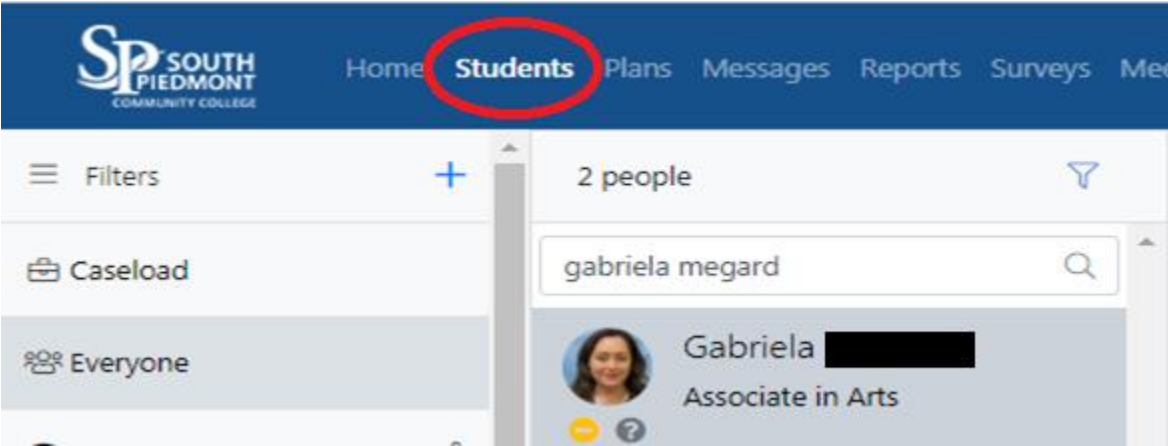
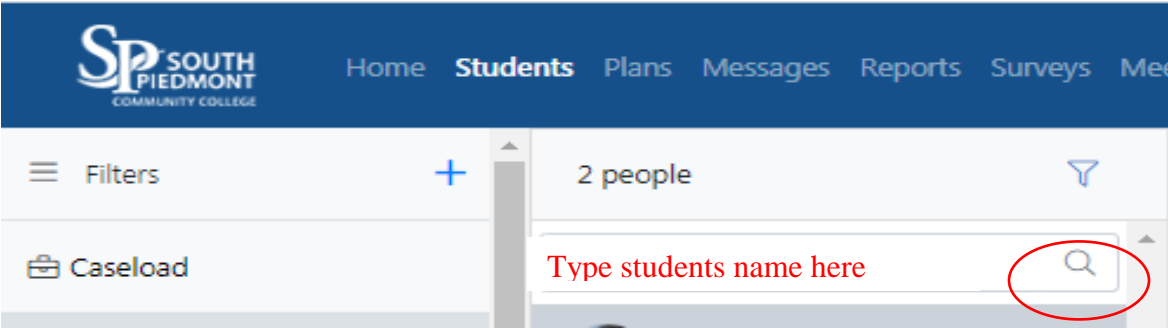


# How to Create a Note in AVISO

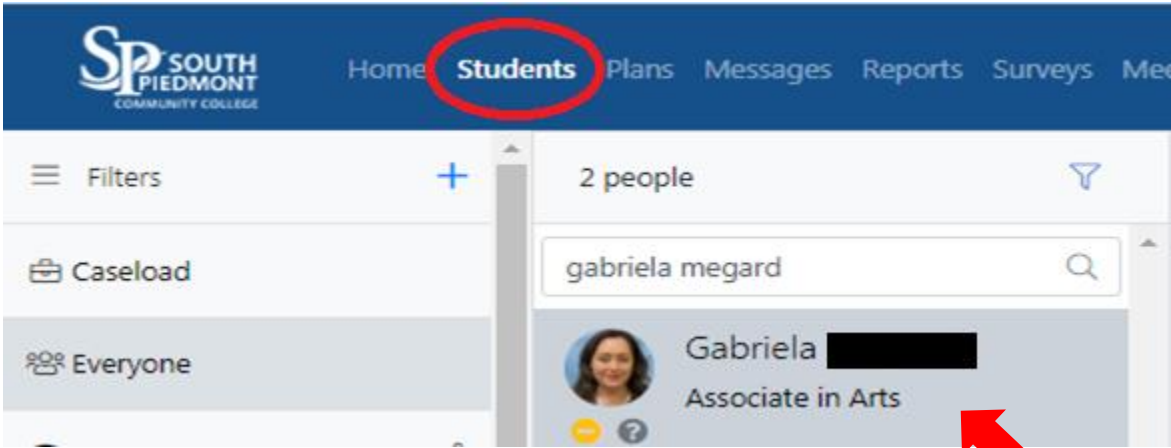
1. Locate “Students” on the top of your screen on the taskbar.



2. You can search the students name under your caseload or by searching under everyone. Depending on your permission is what you will see. Faculty will mainly see “Caseload” and you can search for a student there. Advisors will see “Everyone” and you can type in the name of the student you are looking for.



3. Click on the student’s name that you are searching for.



4. Please verify this is the student you are looking for by their ID# or date of birth on their profile.

Message Note Follow Alert Share Resource

**Gabriela** [REDACTED] Persistence: Medium Risk 46%

Associate in Arts  
02 [REDACTED]

Profile Activity Notes Tasks Surveys Meetings Academic Plan Courses Transcript Test Scores Finances Applications Documents External Links

Programs Security

**Student Information**

Email	[REDACTED]	Campus	O C H
Gender	Female	Birthdate	[REDACTED]
Program	Associate in Arts (Fall 2019)	Degree	Associate in Arts
Intent	Degree, Diploma, or Cert	Cumulative GPA	3.567
Ethnicity	Hispanic		

Tags (4)

**Academic Advisor** Anjella Tabor-Smith

**Success Coach** Kayla Shy

**Followers (1)** Jessica Young

5. Click on “Note” to make a documentation on a student’s account.

Message Note Follow Alert Share Resource

**Gabriela** [REDACTED] Persistence: Medium Risk 46%

Associate in Arts  
02 [REDACTED]

Profile Activity Notes Tasks Surveys Meetings Academic Plan Courses Transcript Test Scores Finances Applications Documents External Links

Programs Security

**Student Information**

Email	[REDACTED]	Campus	O C H
Gender	Female	Birthdate	[REDACTED]
Program	Associate in Arts (Fall 2019)	Degree	Associate in Arts
Intent	Degree, Diploma, or Cert	Cumulative GPA	3.567
Ethnicity	Hispanic		

Tags (4)

**Academic Advisor** Anjella Tabor-Smith

**Success Coach** Kayla Shy

**Followers (1)** Jessica Young

6. You can also review previous notes for the student under “Notes” on the task bar.

Message Note Follow Alert Share Resource

**Gabriela** [REDACTED] Associate in Arts  
Persistence: Medium Risk 48%

Profile Activity **Notes** Tasks Surveys Meetings Academic Plan Courses Transcript Test Scores Finances Applications Documents External Links  
Programs Security

**Student Information**

Email	[REDACTED]	Campus	OCH
Gender	Female	Birthdate	[REDACTED]
Program	Associate in Arts (Fall 2019)	Degree	Associate in Arts
Intent	Degree, Diploma, or Cert	Cumulative GPA	3.567
Ethnicity	Hispanic		

Tags (4)

**Academic Advisor**

Anjella Tabor-Smith

**Success Coach**

Kayla Shy

**Followers (1)**

Jessica Young

7. Once you click on notes, you can see any visible notes.

### Example:

Message Note Follow Alert Share Resource

**Gabriela** [REDACTED] Associate in Arts  
Persistence: Medium Risk 48%

Profile Activity Alerts **Notes** Tasks Surveys Meetings Courses Transcript Test Scores Finances Applications Docs Programs

Note Types People date from date to

**Academic Advising**  
Mon, 8/24/20, 11:41 AM Laura Grego

Academic Advising

Testing

Comment Edit Delete

Laura Grego Mon at 11:41 AM  
Laura Grego created a note  
Comment