**Access Starfish from the "Information for Faculty and Staff" website, and use your Augustana User Name and Password to log in.**

Record Advising Notes

1. Click on the Hamburger Icon ☰ in the upper left corner of your screen, and Select **Students** then **My Students** in the pull down menu to see your list of students.

2. Find the desired student by typing the name into the **Search** box, or scroll through your list to find the student's name. (Select **Advisor** under the **Connection** menu to view a list of your advisees)

3. Click on the student's name to bring up the **Student Folder**.

4. Click the **Note** button. A list of **Note** types you have permission to make on this student is displayed.
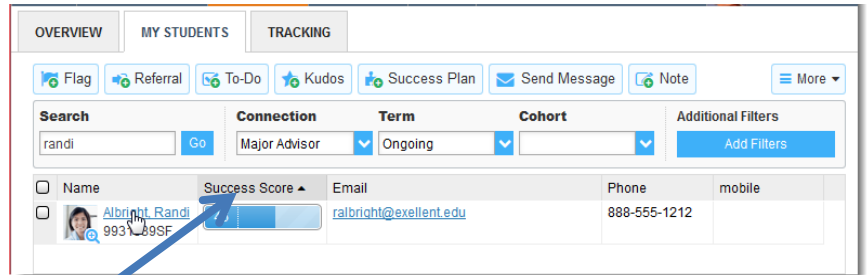
5. Select **Advising Note** from the list.
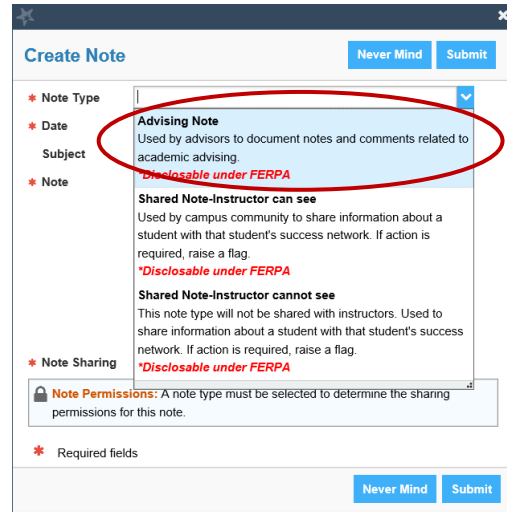
6. Add the **Date** of the appointment and your **Notes**. You may email a copy of the note to your advisee by checking this box.
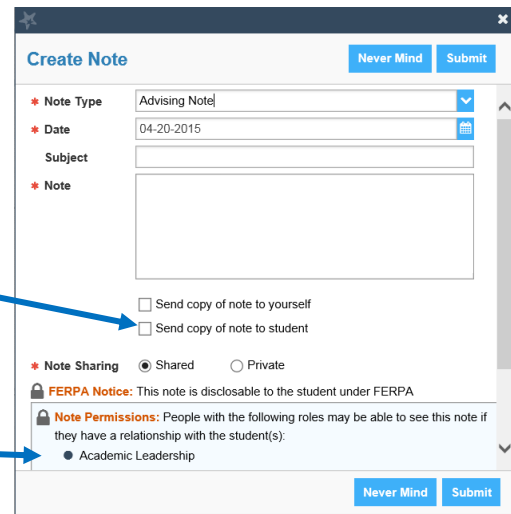
7. You may choose a **Shared Note** verses a **Private Note** under **Note Sharing**. A Shared Note will be visible to the Starfish users with the roles listed here. Shared notes are disclosable under FERPA. A private note is only viewable by the person who entered the note and is NOT disclosable under FERPA. The vast majority of Advising Notes you enter into Starfish should be Shared notes. You might use a Private note if a student discloses information to you that you want to ask about in a future meeting

8. Hit **Submit** when you have completed your entry. Within a few minutes, you should see your note under the **Notes tab** in the Student file.

A few General Guidelines to keep in mind as you enter Advising Notes
- Keep notes brief and relevant
- Record facts and observations, not assumptions or inferences
- Describe, don't evaluate
- Document referrals, explanation of policies, student responsibilities for next appointment, *etc*