Step 3 Using the Communications Log to Email and Make Comments

Entering Comments for Early Intervention Feedback

If you haven’t done Steps 1 and 2, go back.

Faculty members/classroom instructors may submit an early alert (early intervention) on a student who is assigned to your for advising (in SGAADVR). Make notes about what action you take on the Communications Log tab seen below.
Step 3 Using the Communications Log to Email and Make Comments

If you are using this form to email the student concerning the Early Intervention, click email. This will actually allow you send an email to the student through True Blue Life, and record the communication in the Communication Log at the same time. When completed, this email will go to the student.

“Name” is the name of the communication (not your name or the student’s name) Please always call this... “Early Intervention,” add the term of the Early Intervention, ie. “Fall 2010,”
Step 3 Using the Communications Log to Email and Make Comments

When you click email as the type of communication, an email form will appear below. This is the form you will use to email the student. If you want to create the email and paste it in, use Microsoft Notepad (which is probably on the computer at Start, All Programs, Accessories).

Indicate the means of communication using the radio buttons and pull down menu...this one is an email (notice the email form)
Step 3 Using the Communications Log to Email and Make Comments
Step 3 Using the Communications Log to Email and Make Comments

Once you have completed your email message, click the next button.
Step 3 Using the Communications Log to Email and Make Comments

Other types of communication having to do with Early Intervention should be recorded in the communication log. Use the pull down menu to identify the type of contact.

The student’s name and email default into the form, but you will need to enter a from name, a from email, and subject. Click send now to send the email.
Step 3 Using the Communications Log to Email and Make Comments

The description field is not required. You may type anything you like in this field.

Specify Communication Details
Step 3 Using the Communications Log to Email and Make Comments

Click OK to save the Communication in the Communication Log.

Use this space to make note of the details of your interaction with/contact with the student. Use the specific date and time field to note interactions for which a specific time may be important. This date and time will be applied to the note when it is saved.
Step 3 Using the Communications Log to Email and Make Comments

Your communication (email or other) is saved in the log and may be accessed later by searching for a retrieving the student.