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.

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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.

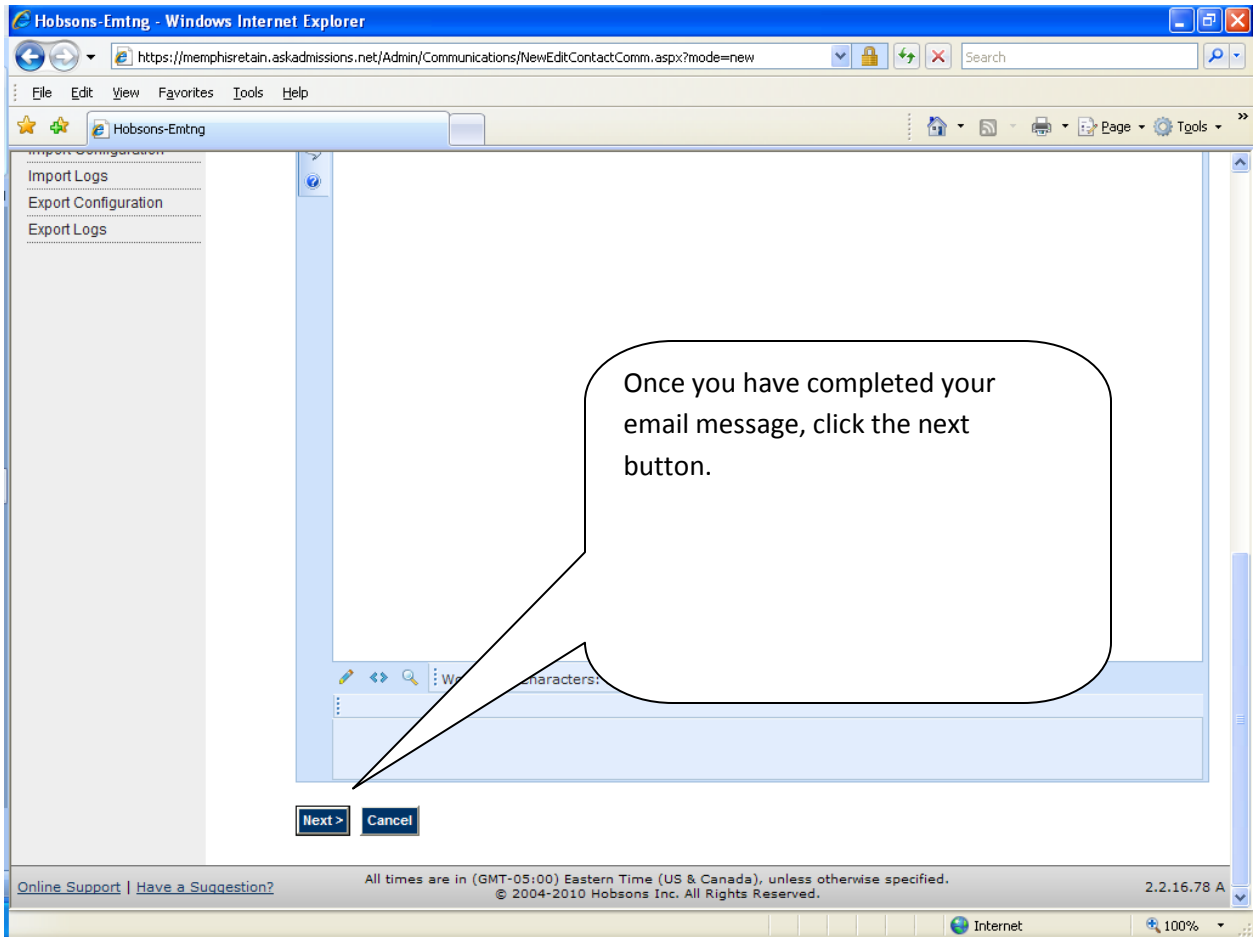Step 3 Using the Communications Log to Email and Make Comments
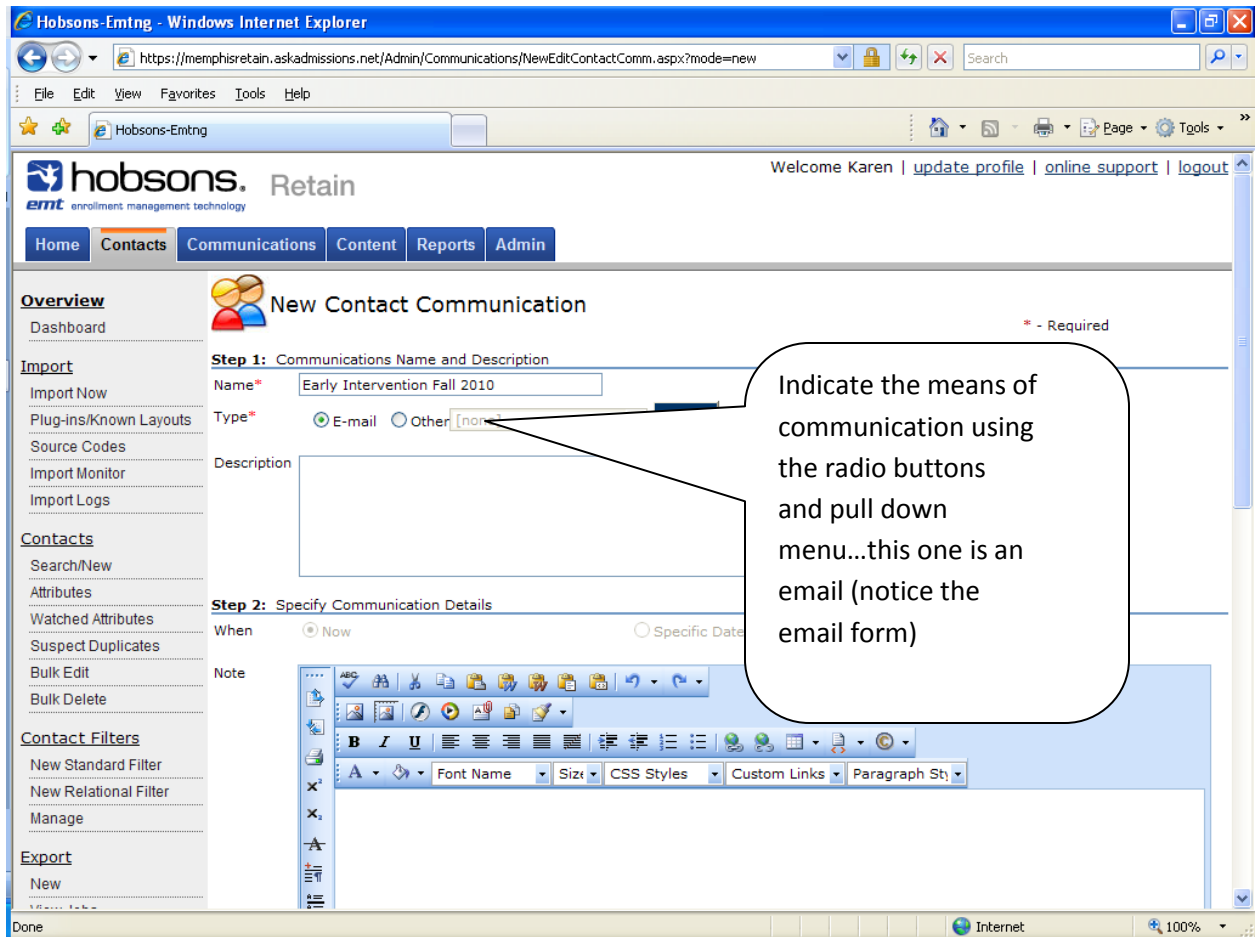
When you click email as the type of communication, an email form will appear below. This is the form you will use to email the student. If you want to create the email and paste it in, use Microsoft Notepad (which is probably on the computer at Start, All Programs, Accessories).
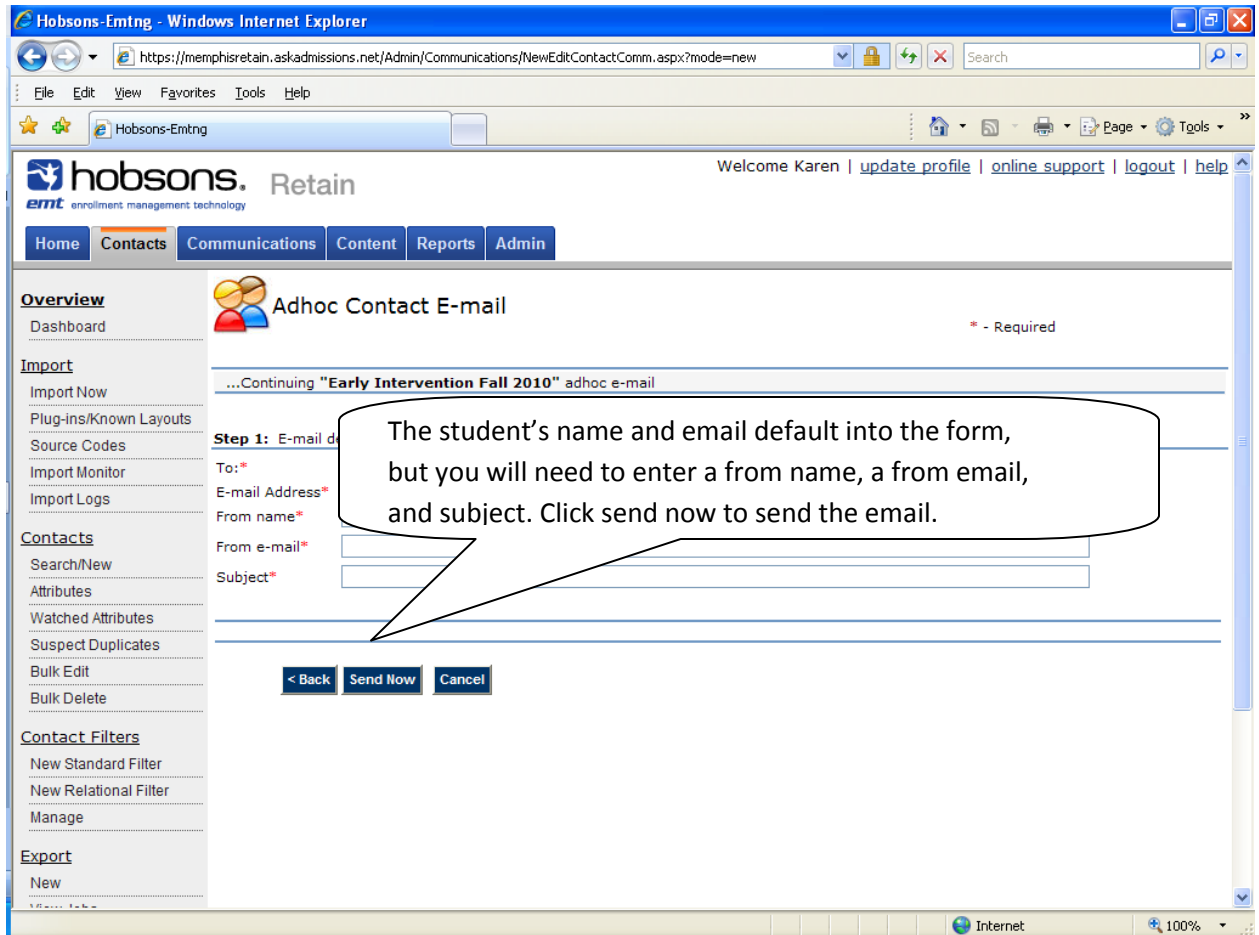
Step 3 Using the Communications Log to Email and Make Comments
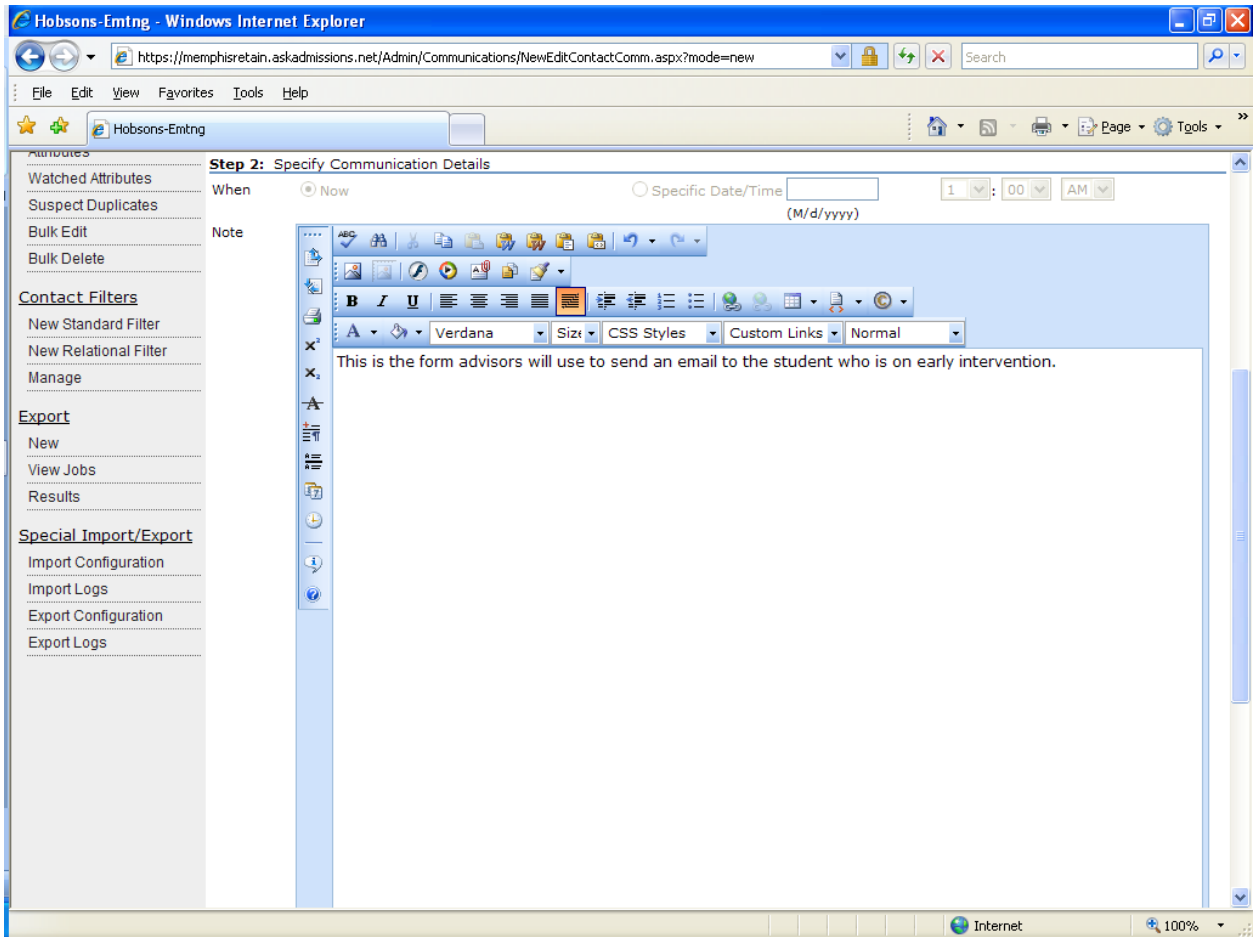
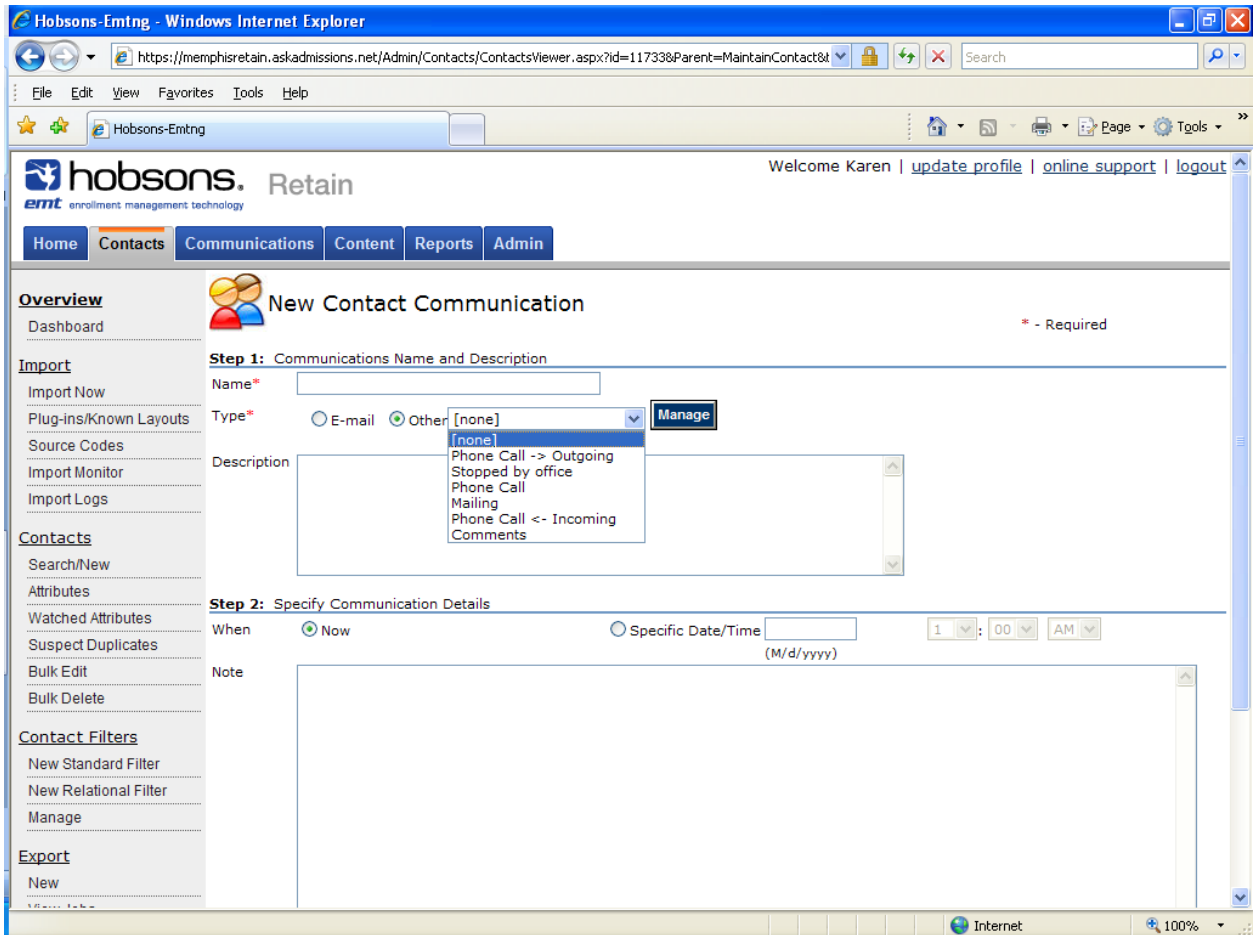Step 3 Using the Communications Log to Email and Make Comments

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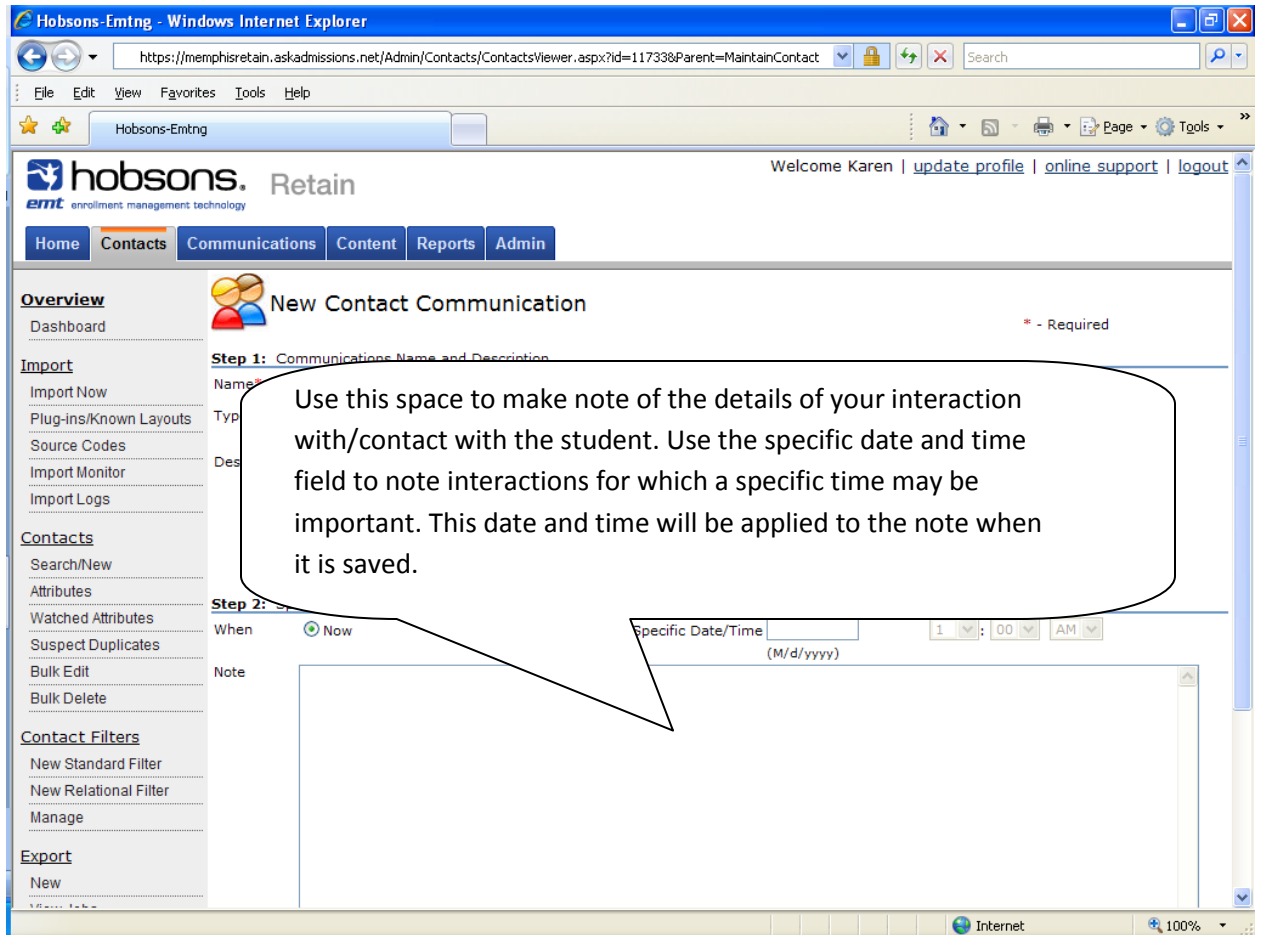
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The description field is not required. You may type anything you like in this field.

Specify Communication Details

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Click OK to save the Communication in the Communication Log.

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