

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.

The screenshot shows a web browser window titled "Hobsons-Emtng - Windows Internet Explorer". The address bar shows the URL: <https://memphisretain.askadmissions.net/Admin/Contacts/ContactsViewer.aspx?id=117338Parent=MaintainContact&>. The page content includes a sidebar with navigation options like "Import Logs", "Contacts", "Contact Filters", "Export", and "Special Import/Export". The main content area has tabs for "Contact Edits Log", "Communications Log", "Courses", and "Advisors". The "Communications Log" tab is active, showing a "Time sequenced list of events: communications, emails, etc." and a "View all contact communication details" link. Below this, there are two buttons: "New Contact Communication" and "Delete Contact Communication". A status bar indicates "Displaying 0 - 0 of 0 Comm Log Entries" and "Rows per page: 50". At the bottom, a table header is visible with columns: Action, Name, Log, Type, Sub-type, Description, Comm Plan, Date and Time, and Who. A callout box with a black border and white background is overlaid on the "New Contact Communication" button, containing the text: "Communications Log may be used to report your contact with students on Early Alert (Early Intervention). Click New Contact Communication."

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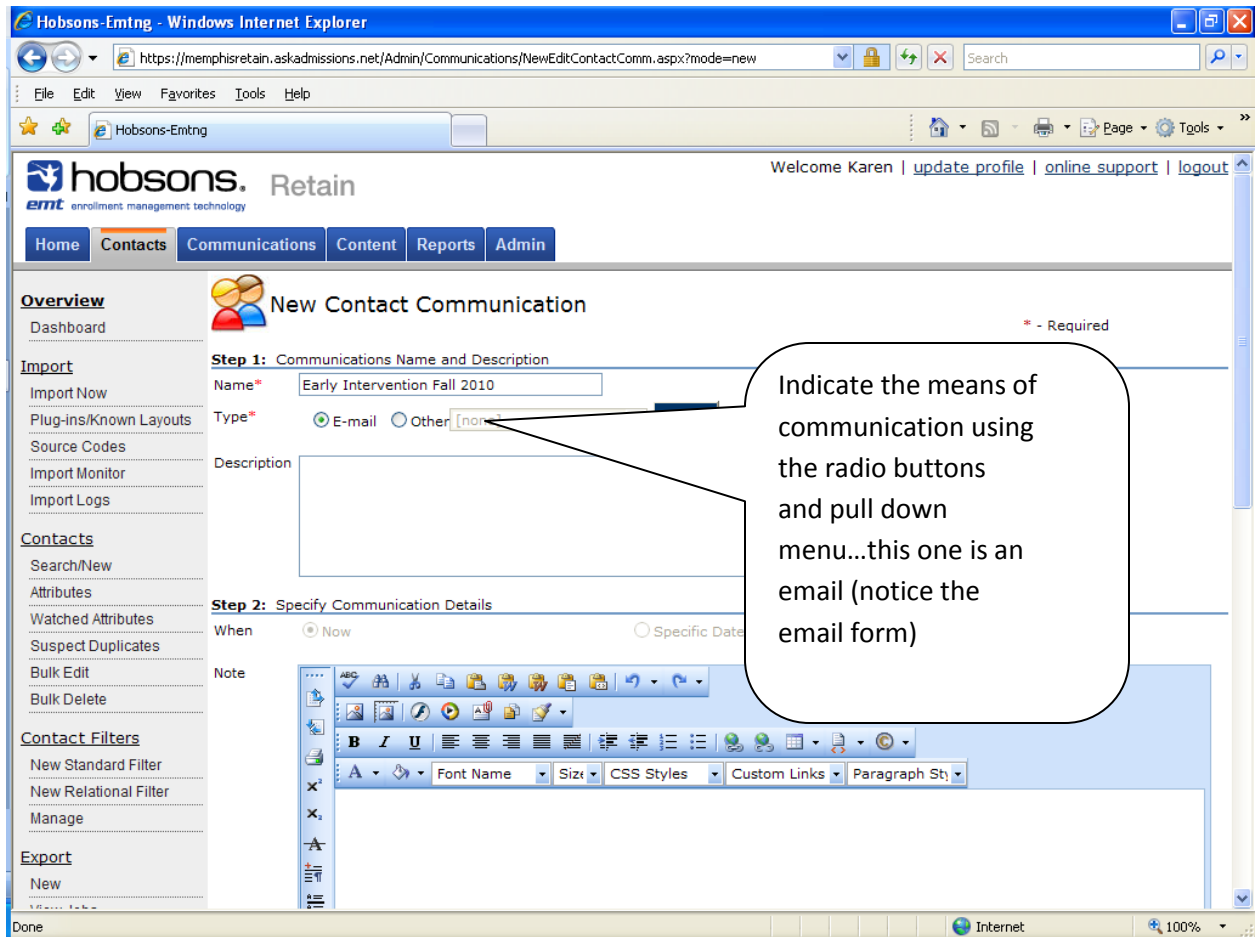
The screenshot shows the 'New Contact' form in the Hobsons-Emtng application. The form is divided into two steps:

- Step 1: Communications Name and Description**
 - Name***: Early Intervention Fall 2010
 - Type***: E-mail Other [none] [Manage](#)
 - Description**: (Empty text area)
- Step 2: Specify Communication Details**
 - When**: Now Specific Date/Time [] [] [] [] AM
 - Note**: (Empty text area)

A callout box points to the 'Name' field with the text: "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,"

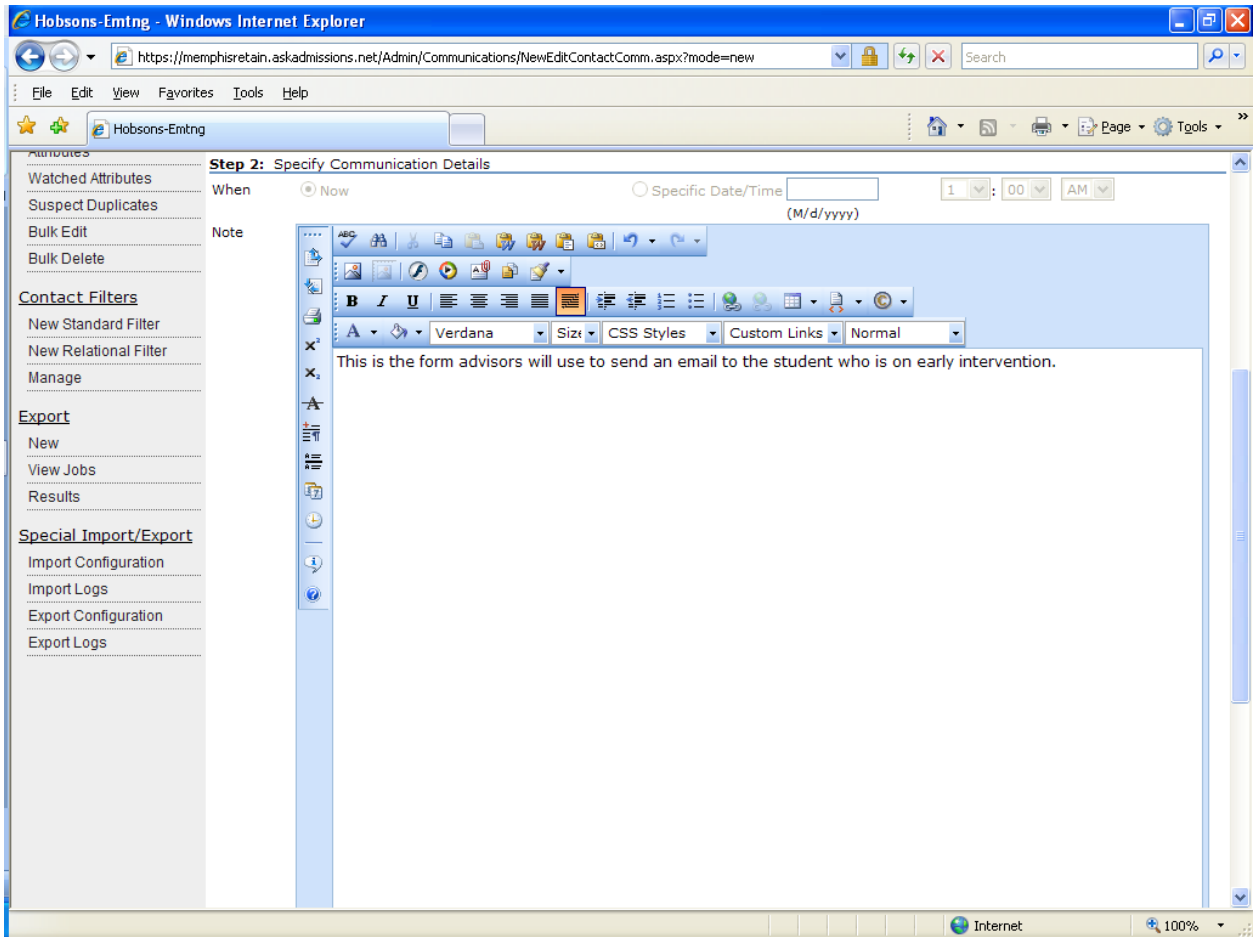
If you are using this form to email the student concerning the Early Intervention, click email. This will actually allow you send an email to the student through True Blue Life, and record the communication in the Communication Log at the same time. When completed, this email will go to the student.

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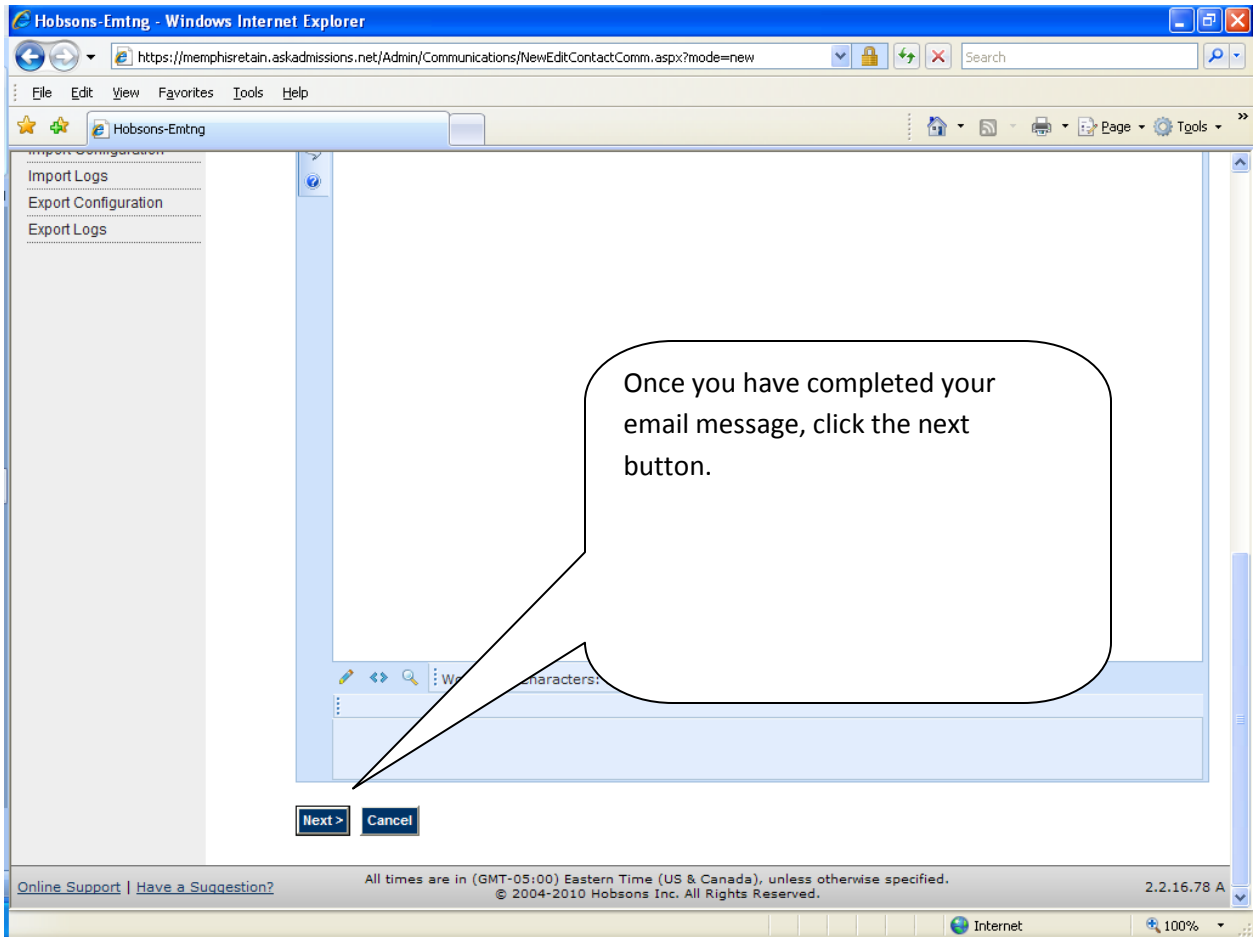


When you click email as the type of communication, an email form will appear below. This is the form you will use to email the student. If you want to create the email and paste it in, use Microsoft Notepad (which is probably on the computer at Start, All Programs, Accessories).

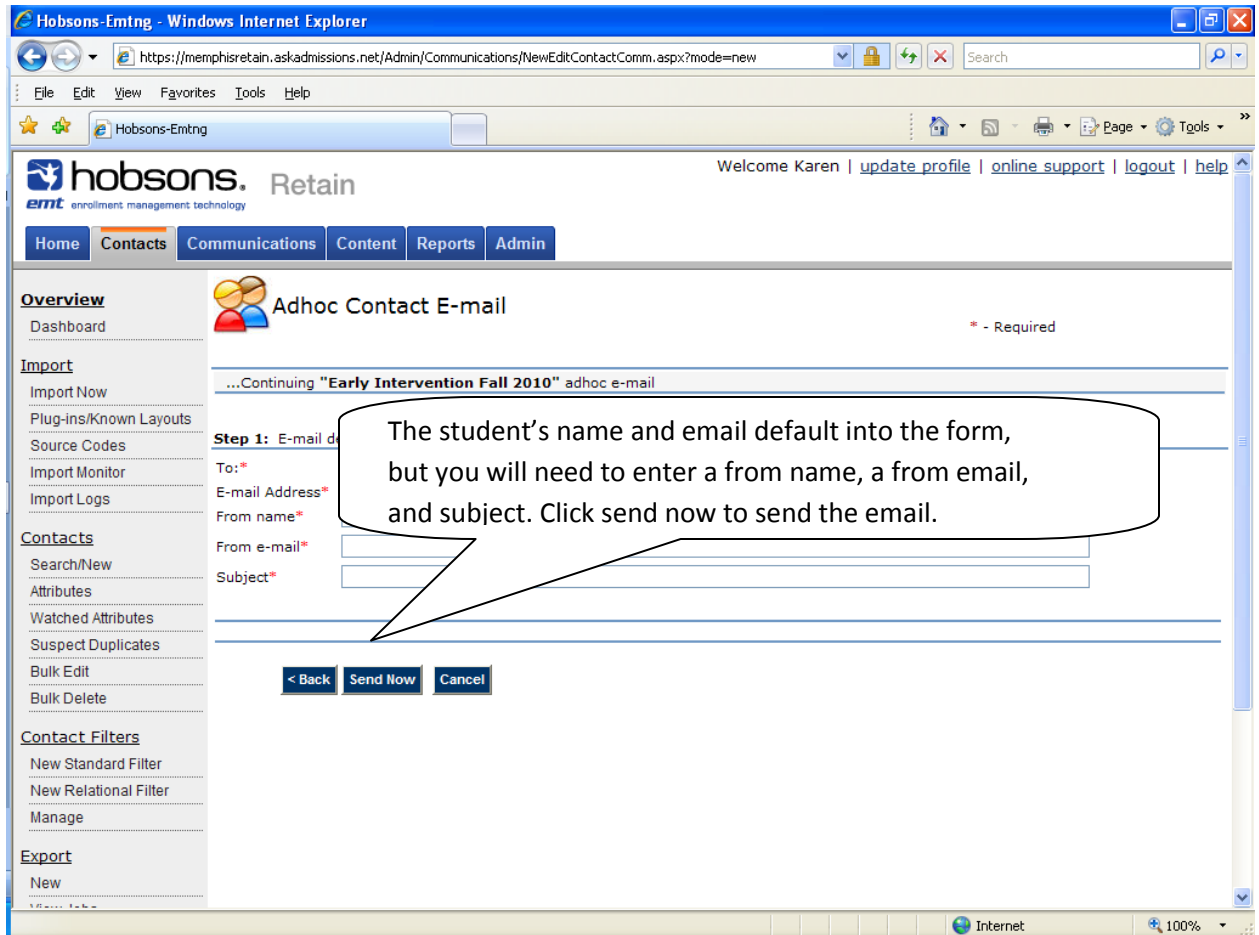
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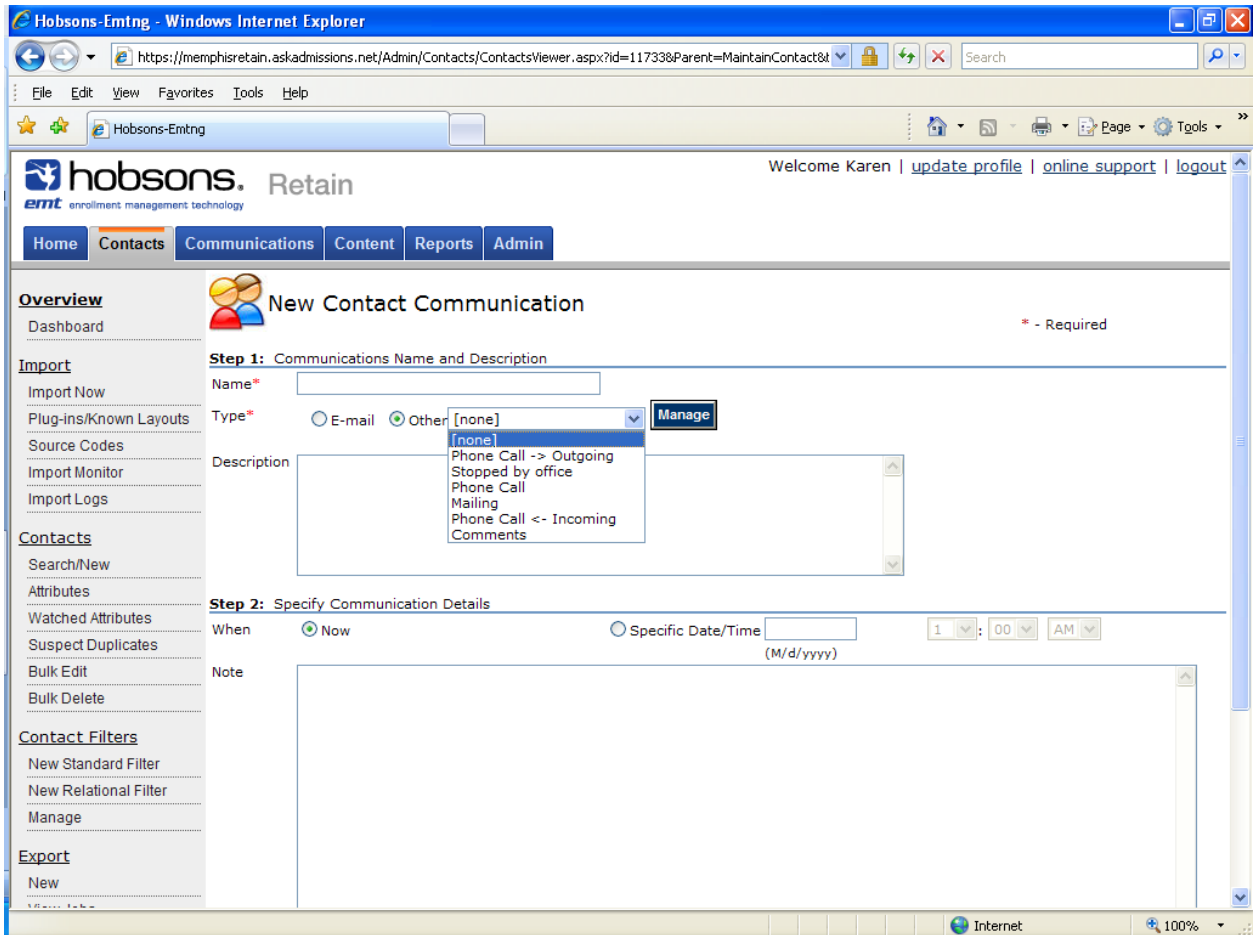


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Other types of communication having to do with Early Intervention should be recorded in the communication log. Use the pull down menu to identify the type of contact.

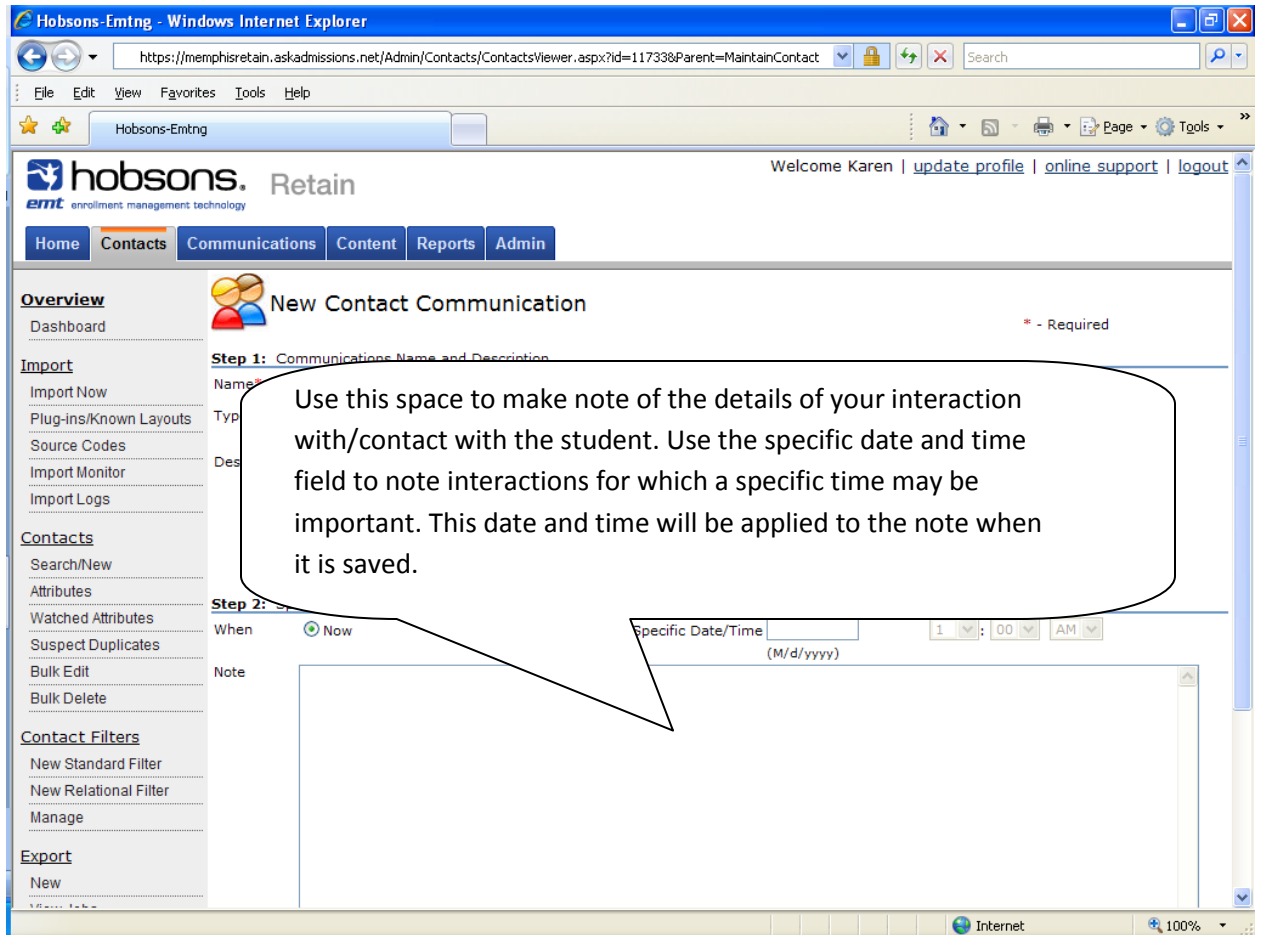
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The description field is not required. You may type anything you like in this field.

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.

State/Province
Zip
Country

View all contact communi

Displaying 1 - 2 of 2 Comm Log Entries Rows per page: 50 Go 1

<input type="checkbox"/>	Action	Name	Log	Type	Sub-type	Description	Comm Plan	Date and Time	Who
<input type="checkbox"/>	Edit	Early Intervention	Ad-hoc	Communication	Phone Call -> Outgoing	early intervention phone call	-	9/10/2010 1:00:00 PM	kthurmnd
<input type="checkbox"/>	Edit	Early Intervention	Ad-hoc	Communication	Stopped by office	communication concerning early intervention	-	9/8/2010 4:56:55 PM	kthurmnd

Online Support | Have a Suggestion? All times are in (GMT-05:00) Eastern Time (US & Canada), unless otherwise specified. 2.2.16.78 A
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