Academic Advising
Advising Records (AdRx) Quick Notes

Overview

Quick Notes are notes or comments that advisors, staff and faculty find themselves using regularly when documenting their conversations with students. Quick Notes are created, edited, deleted and maintained by each user’s role. Once you create quick notes, they can be used at any time when adding an Advising Note to a student’s record.

Steps

Create a Quick Note

1. Log into AdRx from One (one.iu.edu).
2. From the AdRx main page, click My Current Profile from the left side of the Home screen. You will now see the Quick Notes area.
3. Click to add a new Note. The Quick Notes page will display.
4. Type a **Title**.

5. Type a **Category** and press the **ENTER** key. If a category already exists, you can select it from the list.

6. Type the **Note**. This is a general note that can be applied to any student’s record when necessary.

7. Click **Save**.

After you have created Quick Notes, they can be edited or deleted by choosing the note from the list on the left.
Apply a Quick Note to a Student’s Record

You can apply a Quick Note when you add an Advising Note to a student’s record.

1. Follow the process to add an Advising Note to a student’s record. To see more information on how to add an Advising Note, click here.

2. On the Add New Contact Record page, click from the text editor box.

3. Select the appropriate note.

You can use any combination of Quick Notes and manually enter them into a single Advising
Note. For example, you can insert a Quick Note into the middle of an Advising Note or insert multiple Quick Notes within one Advising Note. The Quick Notes are inserted into the text wherever your cursor is, allowing you to place one at the beginning or in the middle of text that you have already entered.

4. Click Submit.