Overview

When writing an Advising Comment type of Advising Note, you will see the ability to send a copy directly to the student and any other parties. These instructions are specific to that email functionality. See the Advising Notes job aid for instruction on creating an Advising Note in AdRx.

Steps

1. Begin creating the Advising Comment.
2. At the top of the Advising Comments tab, click the checkbox labeled, “Email these comments to student”.

   **Note:** Clicking the student’s email address in the AdRx header will not generate an Advising Comment. You must work in Advising Comments to enter any comments.

   The email fields are displayed within the Advising Comments tab.
   
   a) The **To:** field will autofill with the student’s IU email address.
   b) You can elect to show the email as coming from a “Do Not Reply” address.
   c) The message can be copied to other recipients (up to 200 characters).
   d) You may include the student’s username and ID in the CC.
   e) The **Subject** field is required.
3. When ready to submit and email the Advising Comments, click **Submit**.

After the Advising Comments are submitted, a message displays at the top of tab confirming the comments were also emailed, to whom they were sent, and the date and time of submission.