Academic Advising
Advising Records (AdRx) Email in Comments

Overview

When writing an Advising Contact (Advising Note), you will see the ability to send a copy directly to the student and any other parties. These instructions are specific to the email functionality. Click here to view the Advising Notes job aid.

Steps

1. Begin creating the Advising Note.
2. Click in the email checkbox.

Note: Clicking the students’ email address in the AdRx header will not generate an Advising Comment. You must work in the Advising Comments screen to enter any comments.
3. Options include:
   a. Copying the message to other recipients (up to 200 characters).
   b. Electing to show the email coming from a “Do Not Reply” address.
   c. The To: field will autofill with the student’s IU email address.
   d. You may include the student’s username and ID in the CC.
   e. The Subject field is required.

4. After the Advising Note is submitted, it will include a message saying it has been emailed, to whom it was emailed, the date, and the time.