



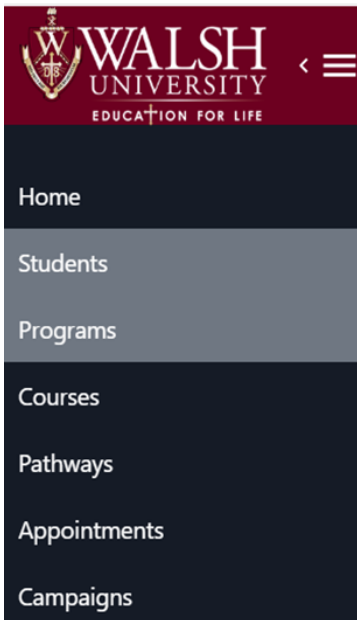
Stellic Guide for Advisors

Stellic is a tool designed to empower Walsh students and advisors! Here you can find a comprehensive training resource that span a wide array of topics that allow faculty and staff advisors to best leverage the Stellic platform for their students.

In this guide, the following topics will be covered:

- A. Student Profile
- B. Student Planner
- C. Understanding the degree audit
- D. Creating Notes

Student Profile



Student Demographics



Jennifer Wine
jwine jwine@walsh.edu [REDACTED]
Senior

Bachelor of Arts-SBS >
+ Add or edit programs

Degree Completion EY 2025 (Summer 2026) Spring 2028 (GMT-04:00) Eastern Time ... Transfer Student (TR)
Undergraduate

Official Progress ⓘ

Current Student Information

The following Section of the Student Profile Provides additional student details.

Advisor KP Krista Phillips Primary Primary Advisor 	Stellic Engage ★★★★★	Spring '26 --	CGPA ⓘ 4.00	Interests No interests added
Summer 2026 6 Credits Registered THEO 102 BUS 106				

Tip: Courses that are planned but not yet registered with the institution will show a red asterisk. Click on the enrolled course for details, such as meeting times, instructors, section, course description and more.

Profile Navigation

In this section of the student profile, there are options to access other Stellic tools used to manage student information.

Progress	Plans	Courses	Notes	Requests
Official ⓘ	Planned ⓘ	Full Audit ▼		
⌚ Last computed 6 hours ago				

1. *Progress* is the default when loading a student's profile. The *Progress* tab leads to the student's audit.
2. The *Plan* tab will take you to the Student Planner.
3. *Courses* tab, provides a student course summary on completed, in progress, registered and transfer coursework.
4. Access the *Notes* tool to review or create advising documentation.
5. View current and prior *Requests* for exceptions and substitutions.
6. Audit type, Official view includes all prior, current & future term enrolled audit information. *Planned* includes future coursework by semester.
7. Audit view, select how you would like to view the student's audit. **Tip:** *Remaining* will just display courses and requirements that have not been yet satisfied.

Profile Actions

Found on the top right corner of the student profile are the action buttons. Click on the printer icon to print or download an audit report, or the envelope icon to message the student, or the clock to see Change History.



Student Planner

The *Student Planner* provides students and advisors a roadmap for program completion. This empowers students to create a personalized pathway. The student plan includes all completed, currently enrolled, and future planned courses by term.

The *Student Planner* organizes a student's courses by term rather than by requirement. The plan can be accessed from the Plans tab on the student's profile.



There are multiple display views in the *Plan*. The expanded view displays full course details for each term, including total credits per semester planned, course title & number, course enrollment status, section number, and semester session. The compact view displays a condensed overview which only includes the semester tile and list of courses in the plan by term.

Edit in planner

✕

⏏

APPLIED PATHWAY: ⓘ
Construction Management Comprehensive, BS (2025-26)
[add another pathway](#)

2025 - 2026 ▾ 10 Courses 30 Credits

Fall 2025 ✓
15 Credits Attempted, 15 Credits Earned

LOPR 101
First Year Seminar
Topic: Build Your Professional Future
Fall Regular Academic Session

ITEC 120
Interpretation of Technical Documents
Fall Regular Academic Session

ITEC 116
Introduction to Construction Management
Fall Regular Academic Session

MATH 103
Plane Trigonometry
Fall Regular Academic Session

ITEC 130
Technology Today
Fall Regular Academic Session

+ Add to Fall 2025

Spring 2026
15 Credits

ART 100
Art Structure
Enrolled ⓘ 06
Spring Regular Academic Session

ITEC 240
Construction Materials & Methods ⓘ
Enrolled ⓘ 01, 02
Spring Regular Academic Session
Recommended

ENG 101
Introduction to Academic Writing
Enrolled ⓘ 06
Spring Regular Academic Session

ITEC 230
Statics and Strength of Materials
Enrolled ⓘ 01
Spring Regular Academic Session

HIST 231
World History since 1600
Enrolled ⓘ 01
Spring Regular Academic Session

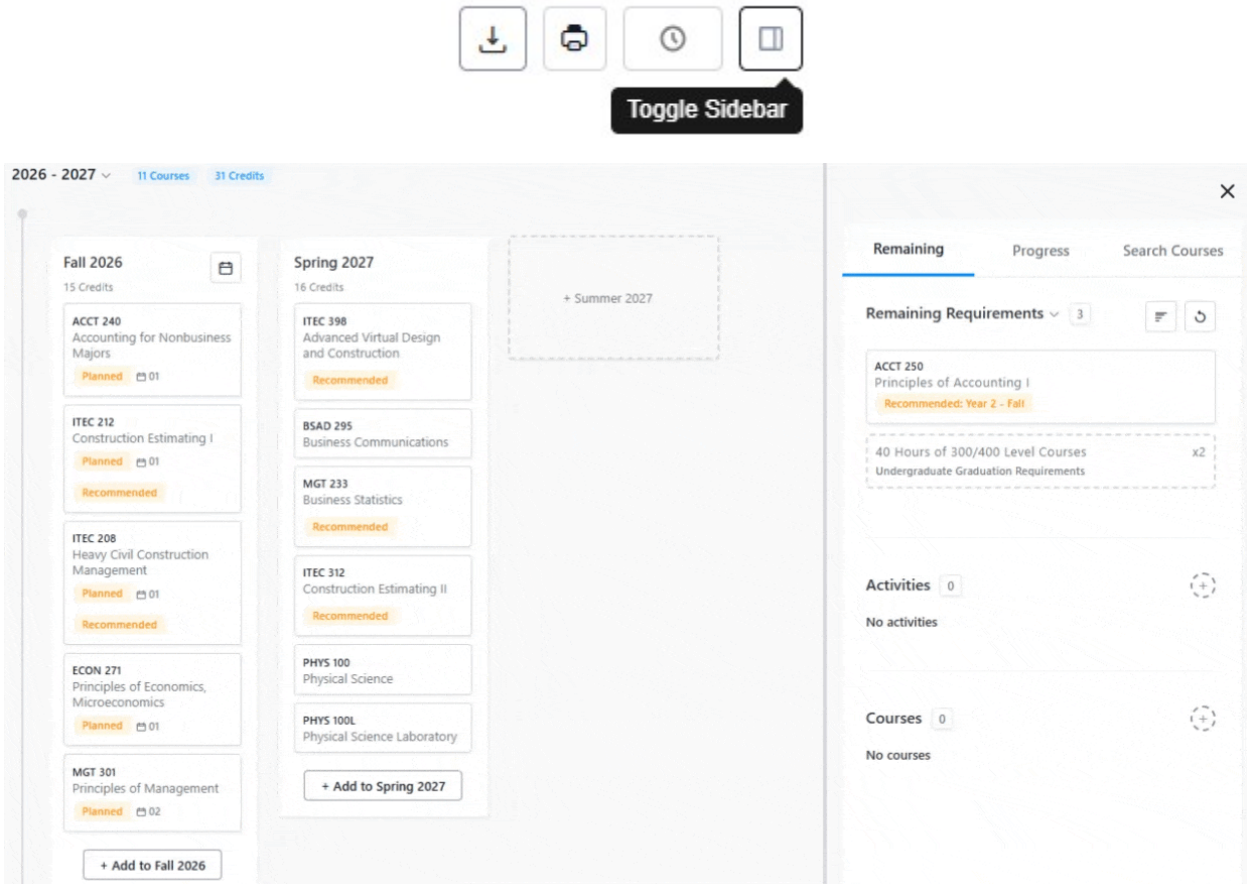
+ Add to Spring 2026

+ Summer 2026

The Side-by-side view displays the student plan alongside the student's program(s) requirements. Click on the "Toggle Sidebar" view option at the top of the student's planner. This view emulates what

3

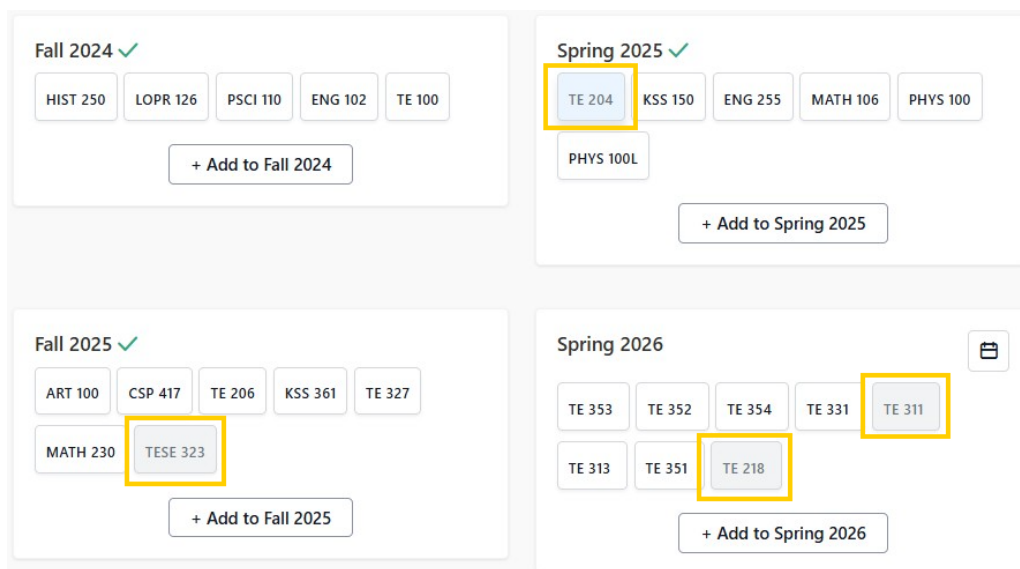
the student sees when they log into Stellic. You can drag courses or requirements directly to the student's planner from this view.



Note: The changes you make here will also be reflected on the student's plan, and the student will be notified.

Working With Courses

By hovering the cursor over a course, connected course will become highlighted (prerequisites, co-requisites). This is a great way to visualize in the plan, which courses are connected to previous and future courses.

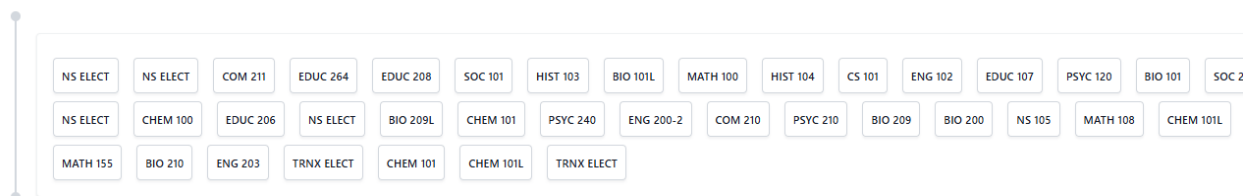


Course details: Clicking on a course tile will provide course information such as its description, prerequisites requirements it fulfills, section, instructor details and semesters offered.

Transfer credits are displayed at the bottom of the plan page.

Classes already completed/registered will automatically populate into the planner, while transfer courses will be listed at the very bottom of the planner. Any courses failed or withdrawn will be grayed out.

Transfer Credits ▾ 43 Courses 149 Credits



To view a student plan as a weekly schedule, click the calendar icon next to the current term. This allows the student to review the planned courses and how it will fit into the student's weekly schedule.

Fall 2025 ✓
15 Credits Attempted, 15 Credits Earned

LOPR 101
First Year Seminar
Topic: Build Your Professional Future
Fall Regular Academic Session

ITEC 120
Interpretation of Technical Documents
Fall Regular Academic Session

ITEC 116
Introduction to Construction Management
Fall Regular Academic Session

MATH 103
Plane Trigonometry
Fall Regular Academic Session

ITEC 130
Technology Today
Fall Regular Academic Session

+ Add to Fall 2025

Spring 2026
15 Credits

ART 100
Art Structure
Enrolled 06
Spring Regular Academic Session

ITEC 240 ?
Construction Materials & Methods
Enrolled 01, 02
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Spring Regular Academic Session

ITEC 230
Statics and Strength of Materials
Enrolled 01
Spring Regular Academic Session

HIST 231
World History since 1600
Enrolled 01
Spring Regular Academic Session

Understanding the Degree Audit

The *Official* audit shows any programs that the student has officially declared within the student information system. It also displays any courses that have been completed and any courses that the student has registered for in the future.

The *Planned* audit shows any programs that the student has officially or unofficially added to their student plan. It will also display any courses that the student has completed, registered for, or added to their planner for future terms.

When reviewing a student's audit, toggle back and forth between a student's official and planned audit by selecting the appropriate option. The option that has been actively selected appears in a darker shade.

When viewing a student's audit, the default view will be the *Official* view.

Tip: Please pay attention to which audit type you are viewing when reviewing and advising as *Official* and *Planned* will not always provide the same information.



Progress Icons Definitions

Stellic uses a variety of icons and colors to indicate the status of courses and requirements throughout a student's audit.

Color Coding: Green indicates a course or requirement has been satisfied. Dark Orange indicates a course or requirement is in progress. Light Orange indicates a course or requirement has been selected as planned.

Tip: When reviewing an audit, hover the cursor over an icon and an explanation of that icon or how it is being used will appear. This is helpful when interpreting the status of courses and requirements.

Icon	Description
	A course or requirement has been satisfied.
	A course or requirement is in progress.
	A registered course in a future term, or a requirement with a future registered course.



A planned course, or requirement being satisfied with a planned course.



A remaining course or requirement; a number will appear in the box indicating the specific number of remaining credit hours.



A completed milestone.



A milestone that will be satisfied by a registered course.



A remaining milestone.



A planned milestone.

Additional Icons: To provide more insight into how courses are being applied, additional Icons will be placed on the right side of a course or requirement heading.

Icon

Description



Course is counting toward multiple requirements.



Course is being used as a equivalent to the required course.



Additional information that requires attention. Examples: Course taken but grade requirement was not met, or course is not being counted due to overlap/duplication.



Course is fulfilling a parent requirement and may appear in multiple locations.

Viewing Program Requirements

A student's degree audit can be viewed in a variety of ways. On the right-hand side of the audit version section, the following viewing options are available, Audit in Full, Compact, Remaining, Expanded, All Remaining.

Tip: To review a student's remaining requirements that include program and institutional requirements, select the "Remaining" audit view. This is only available in the official degree audit. Requirements

outlined with dashed lines have multiple courses that could fulfill the requirement; requirements outlined with a solid line have a specific course that fulfills that requirement.



Example of Audit viewed by Remaining:

01

College of Arts & Sciences Requirements ▾ ***
Applied Version: Published • Undergraduate

PGPA --

Experiential Learning

1 CREDITS

11

BS in Criminal Justice ▾ ***
Applied Version: CY2024 • BS • Undergraduate
Catalog Term: Fall 2024

PGPA 3.567

CJUS 340
Criminal Evidence, Procedure and the Courts

3 CREDITS

CJUS 480
Criminal Justice Seminar: Professional Ethics and Career Development

3 CREDITS

Internship

5 CREDITS

Program Requirements & Audit Order

Stellic organizes student requirements into groups and implements nested formatting to view requirements. The primary requirement is the “parent” requirement, and it cannot be fulfilled unless all “child” or sub-requirements are fulfilled.

The order of requirements in the student audit begins with Walsh’s Institutional requirements.

These requirements must be completed by all undergraduate students and cannot be waived or substituted. The number of credits remaining will be shown in a red box on the left, the number of credits completed will show in white on the right of the requirement.

Free Electives > 1 Constraint

0 credits

Residency Hours > 5 Constraints Additional Check

GPA 4.00 12 credits

2.0 GPA and 120 credit Requirement > 4 Constraints Additional Check

GPA 4.00 145 credits 42 courses

Tip: To view all the courses applying to the parent requirement click on the > icon next to the requirement heading and the courses applying to the parent requirement will be displayed. Also clicking on the total credits, a box will display which of the courses being applied to the requirement have been taken, in progress and registered for.

2.0 GPA and 120 credit Requirement				4 Constraints	Additional Check	GPA 4.00		145 credits	42 courses
✓	BIO 101	FD: T1:Principles of Biology I Intro to Anat & Physio 101 from Stark State College Of Technol		2 CREDITS	TRANSFERRED FALL '07	TR-			
✓	BIO 101L	Principles of Biology I: Lab Intro to Anat & Physio 101 from Stark State College Of Technol		1 CREDITS	TRANSFERRED FALL '07	TR-			
✓	BIO 200	Medical Terminology Medical Terminology 125 from Stark State College Of Technol		3 CREDITS	TRANSFERRED FALL '07	TR-			
Psychology of Work 124 from Stark State College Of Technol									
📅	PSYC 340	H1:TH1: Addictions		3 CREDITS	REGISTERED FALL 8 WEEK 2 FA2 '26				
📅	PSYC 401	TH2: Psychol Disorders		3 CREDITS	REGISTERED FALL 8 WEEK 2 FA2 '26				
✓	SOC 101	T1:FD:Principles of Sociology Sociology 121 from Stark State College Of Technol		3 CREDITS	TRANSFERRED FALL '07	TR-A			
✓	SOC 205	T1:FD:CH:Social/Cult Divers Cultural Diversity 225 from Stark State College Of Technol		3 CREDITS	TRANSFERRED FALL '07	TR-A			
✓	SOC 210	T1:Juvenile Crime/Justice Juvenile Delinquency 222 from Stark State College Of Technol		3 CREDITS	TRANSFERRED FALL '07	TR-C			
📅	THEO 102	FD:TheCatholicIntellectualTrad		3 CREDITS	WEB REGISTERED FOR SUMMER 8 WEEK 2 SM2 '26	🔴 A			

The next group of requirements are specific to the College where a student's primary program is housed. The undergraduate college specific requirement include the experiential learning all undergraduate students are required to complete.

Students graduating from the College of Arts and Sciences are required to complete 1 credit of experiential learning coursework, College of Business and Technology or College of Education are required to complete 3 credits of experiential learning.

02 College of Education Requirements

5 Constraints

PGPA --

Applied Version: Published • Undergraduate

02 Experiential Learning

at least 3 credits

1 credits

📅 TE 354

Field Experience in Elem School Science, Social Studies, and Content Area Read

1 CREDITS

CURRENTLY TAKING IN SPRING REGULAR ACADEMIC SESSION '26

🕒 CR

30 Cyber Security Operations Major Requirements

3+ Constraints

GPA 2.375

35 credits

2.000 Major GPA Required

3 Constraints

Additional Check

GPA 2.375

35 credits

12 courses

📅 LOPERS Required by Program

fulfill all

📅 MATH 115 (LOPER 4)

at least 1 course

📅 MATH 115

Calculus I with Analytic Geometry

5 CREDITS

CURRENTLY TAKING IN SPRING REGULAR ACADEMIC SESSION '26

● B

✓ CIJUS 101 (LOPER 7)

fulfill all

✓ CIJUS 101

Introduction to Criminal Justice

3 CREDITS

TAKEN IN FALL REGULAR ACADEMIC SESSION '23

● C+

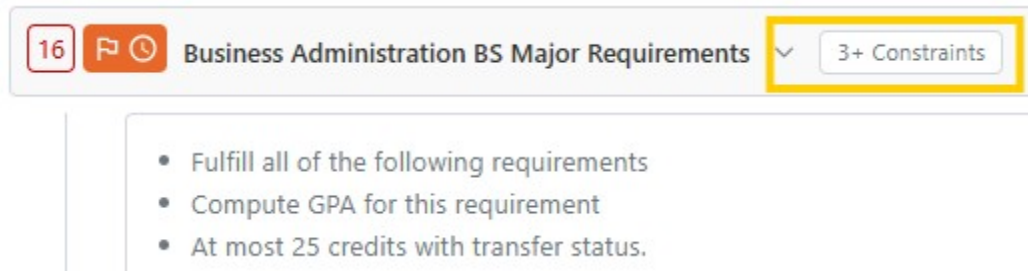
Tip: Clicking on the credit or courses icons will display a summary of courses being counted. Clicking on the GPA icon, a table will appear providing the GPA calculation.

BS in Cyber Security Operations Comprehensive

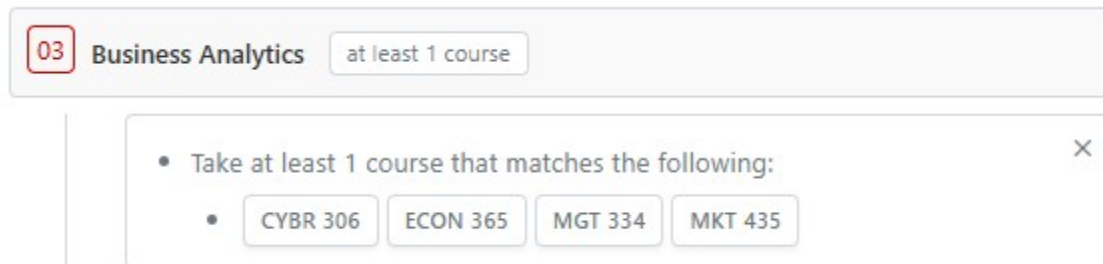
Course	Grade	Weight	Credits	Points
CJUS 101	C+	2.33	3	6.99
CYBR 101	B-	2.67	3	8.01
CYBR 105	A+	4	2	8
CYBR 158	C+	2.33	3	6.99
CYBR 150	B	3	3	9
CYBR 335	D	1	3	3
CYBR 345	D	1	3	3
CYBR 325	B-	2.67	3	8.01
CYBR 151	A+	4	1	4
PGPA	2.375		24	57

Constraints

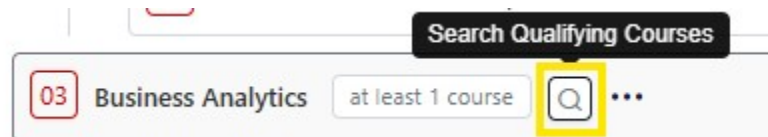
When viewing program requirements, a box labeled “constraints” is listed next to each requirement. Constraints are the rules associated with each requirement such as fulfill all, fulfill any of the following, credits required, minimum GPA, minimum grade requirements, etc. Clicking on a Constraints box will provide a dropdown field with the specific details.



When there are multiple course options to fulfill a requirement the course options may be listed in a constraint instead of being nested below a requirement. In this case, opening the constraints box is a way to see course options available to fulfill a requirement.



If course options are not listed, another option to view courses available to satisfy the requirement, hover the cursor over the requirement heading and click on the magnifying glass. A sidebar will appear with course options and details.



Course Search

Keywords

Q Course code, title, keywords...

☒ Only with cleared prerequisites

Filters

Semesters

Counts for X

Instructor

Department

Attributes

Campus X

[More Filters](#)

counts for Business Analytics X

prerequisites cleared X

at Kearney X

Catalog Level: Undergraduate X

[reset all filters](#)

2 courses



CYBR 306

Data Analytics & Predictive ...

3 credits

Fall

CYBR 306H

Introduction to Predictive ...

3 credits

No Offering

CBT Bachelor of Science

Undergraduate Graduation Requirements 6 Constraints
Applied Version: Published • Undergraduate

Minimum Overall GPA 1 Constraint

CGPA 3.631

120 Overall Hours Required 4 Constraints

134 credits

Double counted for programs: Undergraduate Graduation Requirements and BS in Industrial Distribution Comprehensive

✓	ACCT 240	Accounting for Nonbusiness Majors	3 CREDITS	TAKEN IN FALL REGULAR ACADEMIC SESSION '24	B
✓	BIOL 103	General Biology	4 CREDITS	TAKEN IN FALL REGULAR ACADEMIC SESSION '22	A+
✓	BIOL 106	Biology II	4 CREDITS	TAKEN IN SPRING REGULAR ACADEMIC SESSION '23	A

Another option to view transfer coursework is to click the Courses tab on a student, where you can view their chronological course history. Transfer coursework will be listed first, followed by a semester-by-semester view of the courses a student has completed. At the end of each semester there is a summary total of courses and credits earned.

Unmatched Course & Unrestricted Electives

Unmatched courses are taken or completed courses that do not fulfill any requirements. Typically, unmatched courses include courses where a student failed or withdrew or repeated and the second attempt was completed with a higher grade. This section is located at the bottom of a degree audit.

Unmatched courses [Learn more](#)

These courses are in plan, but are not fulfilling any requirement

CJUS 101	Introduction to Criminal Justice	Repeated course	⊖	3 CREDITS	TAKEN IN SPRING REGULAR ACADEMIC SESSION '24	D
CJUS 101	Introduction to Criminal Justice	Repeated course		3 CREDITS	ENROLLED FOR SPRING REGULAR ACADEMIC SESSION '26	A-
ENG 101	Introduction of Academic Writing	Repeated course	⊖	3 CREDITS	TAKEN IN FALL REGULAR ACADEMIC SESSION '22	D
HIST 250	American History	Grade does not apply	Withdrawn	⊖	3 CREDITS	TAKEN IN FALL REGULAR ACADEMIC SESSION '22 W

Unrestricted Electives are courses that are not applied to a major or minor, but applied to undergraduate graduation requirements. These can be viewed from the 120 Overall Hours Required Section as there is no section grouping for unrestricted electives.

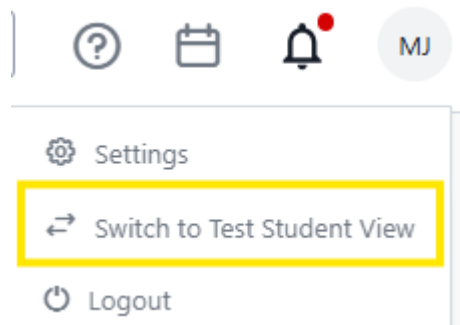
In the example below, a course that has both green check & double check icon (ACCT 240) is being used to fulfill multiple requirements. Courses with a green box and checkmark (BIOL 103 & 106) are essentially unrestricted electives as they are only being used for undergraduate graduation requirements such as 120 overall hours and overall GPA.

Tip: When making a course substitution request to fulfill a requirement or resolve a duplication issue this is the primary method to identify potential course substitutes.

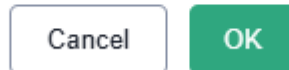
CBT Bachelor of Science	Undergraduate Graduation Requirements	6 Constraints
Applied Version: Published	Undergraduate	
Minimum Overall GPA	1 Constraint	CGPA 3.631
120 Overall Hours Required	4 Constraints	134 credits
ACCT 240	Accounting for Nonbusiness Majors	Double counted for programs: Undergraduate Graduation Requirements and BS in Industrial Distribution Comprehensive 3 CREDITS TAKEN IN FALL REGULAR ACADEMIC SESSION '24 B
BIOL 103	General Biology	4 CREDITS TAKEN IN FALL REGULAR ACADEMIC SESSION '22 A+
BIOL 106	Biology II	4 CREDITS TAKEN IN SPRING REGULAR ACADEMIC SESSION '23 A

Student View

Advisors can clone/replicate a student's view of their Stellic profile. To do this, click your initials in the upper right corner of the screen and click Switch to Student Account. Enter the student's name or Student ID in the box that appears.

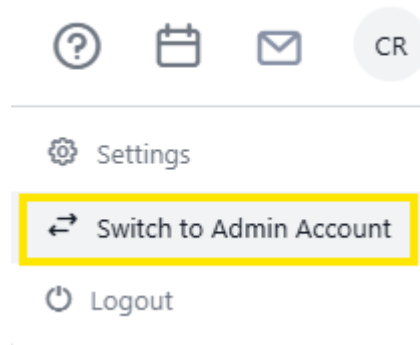


Test Student Account for 8675309 is ready. Do you want to switch to the test account?



This will create a clone of the student's view and any changes you make won't be saved. The left panel will appear gray instead of black indicating the test instance. When viewing a student's profile, your name and information will appear at the top instead of their own.

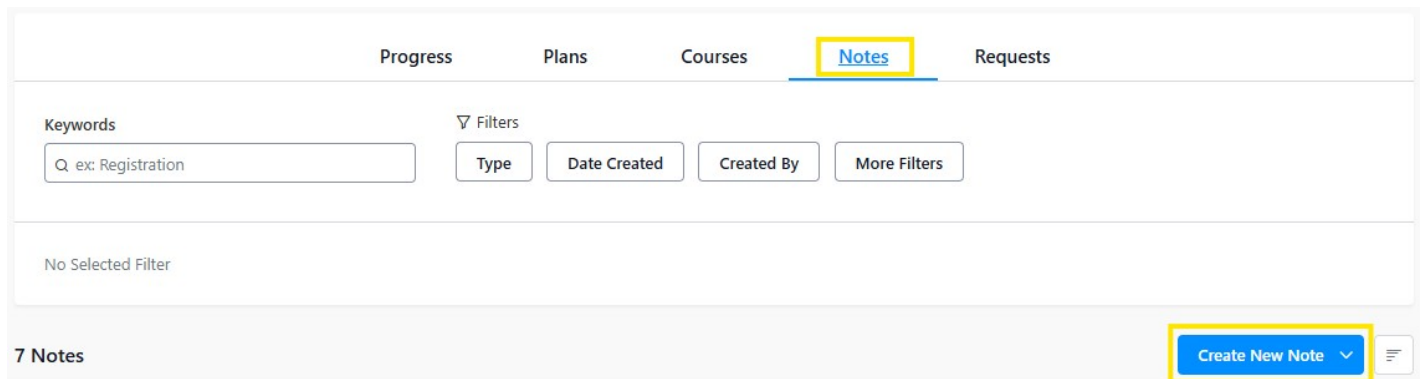
To return to advisor view, click the initials in the upper right corner of the screen and click Switch to Admin Account.



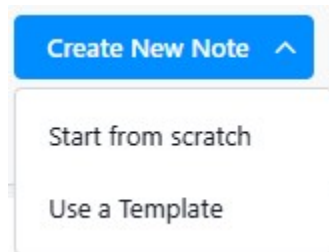
Creating Notes in Stellic

Create New Note

To create a note for a student, navigate to the student's profile and click on the Notes tab. The notes tab will provide a record of all prior notes posted to the student's profile. Notes will include anything advisors, instructors, University staff or automated notes added for specific actions, such as exceptions, appointments, concerns and many more.



To create a new note, click on the "Create New Note" button, a dropdown menu will appear giving you the option to Start from scratch or use a template. Starting from Scratch will create a general note.



Note: Templates are a method to standardize the note-taking processes. As an advisor or admin user, you can create Note Templates for your own personal use, these can be useful for many purposes, such as implementing a post advising notes template, or departmental communications. Below are example of official templates. To create your own template, click on the Create New Template link.



Choose Template

Select a template below or [Create New Template](#)

Personal (8) ⓘ

Shared (0) ⓘ

Official (4) ⓘ

> Academic Alert: Danger of Failing

Student will likely have difficulty passing class due to performance.

Concern

High

Other

Danger of Failing

> Academic Alert: Attendance

Student has excessive absences

Concern

High

Other

Attendance

> Academic Alert: Missing Assignments

Student has not submitted assignments

Concern

High

Other

Missing Assignments

> Senior Check Complete

General note template used for senior checks.

General

Senior Check Complete

In cases where several notes are present, you can filter notes based on the type, date created, created by, and more filters, which include items such as note tags, courses, attached file. View more in depth information about Note filters.

Tip: You can notify a user that a note has been added by tagging the user within the note. To tag a user, simply type the @ symbol within the note, and then search for the person's name or username. Important note: You are only able to @ mention a user who already has permission to view this student's record. If you just type the name of a user without the @ symbol, the user will not be tagged and notified of the note.

Types of Notes

There are multiple types of notes to choose from. Each type has slightly different functionality, visibility, and notifications.

Visibility and notifications for students: If a note's visibility is set to student, the student is notified without needing to be tagged with an @ mention. If the note was initially made without being visible to the student and then later edited to update the visibility to include the student, the student will not receive a notification unless they are tagged with an @ mention. Some notes are made that exclude student visibility, this is often notes created by University Registrar staff or advising staff as a point of reference and record keeping.

General Note

A general note is meant for basic note taking, the default visibility includes all staff, with the option to include the student. When a general note is posted, there is no notification unless someone is tagged or the visibility is specifically set to them. General notes are the default note type when the "start from scratch" option is selected. In the general note, you can use rich text, as well as link specific courses referenced in the text, add note tags, as well as attachments and visibility options.

The screenshot shows the 'New Note' form. At the top, it says 'New Note' on the left and 'Unsaved changes' on the right. Below this is a 'Type' section with five buttons: 'General' (selected), 'Meeting', 'Kudos', 'Concern', and 'Referral'. Underneath is a 'Note' section with a rich text editor toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, and numbered list. The text area below the toolbar contains the placeholder 'Make a Note'. Below the text area, it says '0 out of 10000 characters'. There are three links: '+ Link Courses', '+ Add Tags', and '+ Add Attachments'. Below these is a 'Visibility' section with the text 'This note will be visible only to you, and all staff with access. [Edit](#)'. At the bottom is a large blue 'Save' button.

Log a Meeting

This note type is meant for meeting minutes, it has the same functionality as the general note type, but with additional date and location information. The default visibility includes all staff with access, and optional student visibility. No notifications are sent unless someone is tagged or is specifically set to them.

New Note

✓ Saved 4 minutes ago

Type

General

Meeting

Kudos

Concern

Referral

Meeting Date

mm/dd/yyyy



Location

Select Meeting Location



In-person

Phone Call

Video Call

Other

Note

B

I

U



Make a Note

0 out of 10000 characters

[+ Link Courses](#)

[+ Add Tags](#)

[+ Add Attachments](#)

Visibility

This note will be visible only to you, and all staff with access. [Edit](#)

Save

Give Kudos

This note type is intended to provide positive congratulatory news or message of encouragement to the student. The default visibility included all staff with access as well as the student. Only the student will receive a notification.

New Note

✓ Saved 7 minutes ago

Type

☐ General

☐ Meeting

☒ Kudos

☐ Concern

☐ Referral

Reason

Select a Reason

On Track

Good Performance

Improved Performance

Other

0 out of 10000 characters

[+ Link Courses](#)

[+ Add Tags](#)

[+ Add Attachments](#)

Visibility

This note will be visible only to you, the student, all staff with access, and 1 other. [Edit](#)

Save

Academic Alert Related Notes

Share a Concern

Use for this note type is to alert other users such as the student's advisor, instructors, department chairs and others to an issue with a student. The default visibility is all staff and no option for student to view. Only the concern's assignee will receive a notification. If the assignee is set to a group, all members in that group will receive a notification.

Type

Reason **Severity** **Assignee** ⓘ

Select a Reason ▼ Select Severity ▼ Daniel Smith ×

Off Track

Drop in Performance

Absence

Financial

Other

0 out of 10000 characters

[+ Link Courses](#)

[+ Add Tags](#)

[+ Add Attachments](#)

Visibility

This note will be visible only to you, and all staff with access. [Edit](#)

Save

Sharing a concern also comes with an additional functionality. All notes that are created as concerns are able to be marked as resolved. Concerns can only be resolved by the user that created them or the person/group it is assigned to.

You can search for concerns by their status - there is a filter for "Active Concerns", meaning concerns that have not been resolved, or "Resolved Concerns". You can find this filter in the Student Search page under the "Notes" filter.

Add a Referral

The function of this note type is to refer a student concern to another person, office or campus resource and you would like the referred party to be aware of this. Visibility includes all staff with Stellic access. All users tagged in the referral receive a notification. You can choose to tag a user

group. If you are a user who has been the recipient of a referral, you can use the comment feature to continue the conversation started by the person who made the referral.

New Note

Unsaved changes

Type

General

Meeting

Kudos

Concern

Referral

Referred to ⓘ

Select option

Any type

Search a user or group

0 out of 10000 characters

[+ Link Courses](#)

[+ Add Tags](#)

[+ Add Attachments](#)

Visibility

This note will be visible only to you, and all staff with access. [Edit](#)

Save

Any type

Any type

Specific user

Specific group

Relationship with student

To view options of available contact within each search option, Specific user, Specific group, or Relationship with student, click on the magnifying glass option and a drop down of contacts and groups will appear.

Adding Attachments to Notes

Stellic supports adding attachments to notes. To add an attached file, click on the "add attachment" options below the note taking text box. Up to 5 files can be attached per note. The file size must be 5MB or smaller. PDF, JPG, DOC, DOCX, XLS, XLSX, and PNG file types are supported.

[+ Link Courses](#)

[+ Add Tags](#)

Add Attachment

[Add Attachment \(15MB limit\) \(max 5\)](#)

Note Visibility

You'll also be able to select the view options for the note. You can keep the note private to yourself to use this as a personal reminder, or have it be accessible to other advisors, or a user group. Some note options also give you the option to let the student view the note as well.

Visibility

This note will be visible only to you, and all staff with access. [Close](#)

☒ All Staff with access [edit](#)

☐ Current Instructors ⓘ

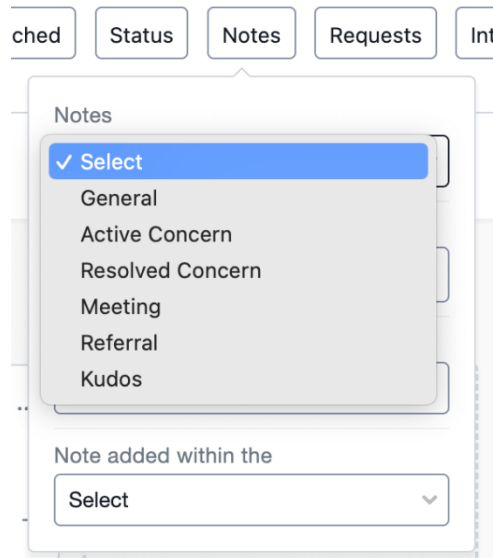
☐ Student

Click the "edit" option next to your saved note to change the visibility of the note after it's been saved. Note that you'll only be able to edit notes that you've created. You'll also be able to delete notes that you've created by clicking the 'x' that appears when you hover over the note.

Important: the user you are tagging must have rights to view the note based on the visibility you have assigned to that particular note. If they are not part of the students advisors or the user group assigned, they will not be able to view the note. Administrative users will not receive alerts on a note unless they are specifically mentioned in the note, using the '@username' to send the alert.

Searching for Notes

On the Student Search page, you can search for Notes on students under the "Notes" filter. You can search by note type, or by the date range that the note was last added. You are only able to search for notes on students that you have permission to see in Stellic.



The image shows a portion of the Student Search interface. At the top, there are several tabs: 'ched', 'Status', 'Notes', 'Requests', and 'Int'. The 'Notes' tab is selected. Below the tabs, a dropdown menu is open, showing a list of note types: 'Select' (with a checkmark), 'General', 'Active Concern', 'Resolved Concern', 'Meeting', 'Referral', and 'Kudos'. Below the dropdown, there is a label 'Note added within the' followed by a date range selector with 'Select' and a dropdown arrow.

Adding Comments

Notes can have comments added to them in order to have more robust conversations about particular notes. You can also tag additional users in the comments so that they can be notified and added to the conversation. No user will receive a notification about a comment unless they have been tagged with an @ mention.

