Tutorial to add One-on-One/Community Development Activities

RA View

1) Under the student profile click on the “Comments” tab.

2) Click the “Add Comment” box. A New window opens based on that resident’s information.
Input One-on-One/Community Development Activities/Hall Director Comments in 10 Simple Steps!

1) The Student ID/Last Name/First Name boxes will auto-populate and cannot be edited.
2) Click the “Event Type Box”.
   a. A drop down box will appear click either:
      RA One on One/Community Development Activity/ Hall Director Comments
3) Type your name in the “Reported By” box.
4) Click the “Date” box and select the date when the One on One/CDA occurred.
5) Click “No” or “Yes” depending on whether or not your Hall Director needs to be notified.
6) Regardless, select your residence hall in the drop down box labeled “HD of Which Area”.
7) Click “Summary Snapshot” and choose the appropriate topic of the conversation from the drop down box.
8) Write a summary of your conversation.

Tip: You may cut and paste your conversation for each resident in the same CDA. Do not do this for RA One on Ones.

For CDAs Only:
9) Click the appropriate setting under “RA Meeting Type”.
10) Type in the number of the CDA.

To Finish: Click “Submit” is the “Cancel” button to delete a comment, both are in the blue column on the right.