

There are 4 options available to determine which Notes an instructor sees in Dropout Detective. Please review the following options and advise which level of permissions you wish for your faculty to have when viewing Notes.

Option 1: Show All Notes

With this option, an instructor has the ability to view all Notes entered on a student enrolled in their course. This includes the full history of all notes entered on a student in the past and notes entered by all users (including other instructors). Think of this as 'all notes, from any time, by any user.'

Option 2: Show Admin & Advisor Notes Only

With this option, an instructor has the ability to view all Notes entered from the account-level dashboards (admins, advisors, etc.). This includes the full history of all notes entered in the past. The instructor does not have the ability to view notes entered by other instructors.

Option 3: Show Admin & Advisor Notes - Limited Time Frame

With this option, an instructor has the ability to view all Notes entered from the account-level dashboards (admins, advisors, etc.) - but only the Notes entered since the start date of their course. For example, if start date of the course is June 15th, the instructor will only see admin/advisor Notes entered on or after June 15th. They would not see notes entered prior to the start date of their course. The instructor does not have the ability to view notes entered by other instructors.

Option 4: Show Only Own Notes

With this option, an instructor may only view the Notes that they have personally entered.

Advisor Alerts

If you have the 'Advisor Alerts' feature enabled and you choose option 2 or 3, keep in mind the following. An instructor will see that a student is 'on alert', but if the alert was activated by another faculty member, they will not see the Note that activated the alert. In addition, if you choose option 4, the instructor will still see that a student is on alert - but they will not see any notes other than their own. Therefore, they will not have the ability to see the activation or acknowledgment notes.