

# Using SpeedNotes

SpeedNotes provide a quick way to document meeting outcomes.

Begin by accessing the Meetings tab within the Student Folder. Once an appointment has been scheduled, hover over the calendar icon for the student, then click on the Outcomes tab.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes: Overview, Info, Success Plans, Courses, Tracking, Meetings (highlighted in blue), Notes, and Network. The main content area displays a list of appointments with columns for 'Date / Time' and 'Reason'. Two appointments are listed: '11-04-2022 at 12:15 pm (Appointment)' and '11-02-2022 at 12:00 pm (Appointment)', both with the reason 'Registration / Class Schedule'. The second appointment is selected, opening a modal window for 'Skully Pirate'. This modal has two tabs: 'DETAILS' and 'PERSON INFO'. The 'DETAILS' tab is active, showing: 'on 11-02-2022 at 12:00 pm', 'Scheduled: on 11-01-2022 at 3:40 pm', 'McComsey Hall, Room 313', and 'Registration / Class Schedule'. To the right of the details is a cartoon image of a red parrot wearing a black pirate hat with 'MU' on it. At the bottom of the modal, there are four buttons: 'Outcomes' (circled in red), 'Edit', 'Cancel', and 'View'.

The activities will display on the SPEEDNOTES tab of the Edit Appointment dialogs for that appointment type. An advisor or other service provider can simply select the relevant items and click Submit to save the SpeedNotes as part of the meeting.

The screenshot shows a window titled 'Edit Appointment' with a close button (X) in the top right corner. At the top right of the window are two buttons: 'Never Mind' and 'Submit'. Below the title bar are three tabs: 'Scheduling', 'Outcomes', and 'SpeedNotes' (which is selected). The main content area contains the instruction: 'Check off the topics discussed and activities completed in this meeting.' Below this are three sections of checkboxes:

- Academic Advising**
  - Academic status concerns
  - Completed degree audit
  - Discussed completed and required degree requirements
  - Discussed internship opportunities
  - Discussion of academic goals
  - Registration for classes
  - Reviewed and explained how to read the DARS report
  - Transfer credit review
- Academic Success Coaching**
  - Addressed time management
  - Adjustment to college
  - Balancing academic goals and life goals
  - Discussed options with Learning Services
  - Discussed study skills
  - Discussion of career goals
- Student Support**
  - Family concerns
  - Financial aid process
  - Housing and residential options
  - Review of campus resources
  - Transportation issues

At the bottom left, there is a red asterisk icon followed by the text '\* Required fields'. At the bottom right, there are two buttons: 'Never Mind' and 'Submit'.