

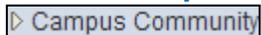
Comments are used to add a comment to a student's record. Depending on individual authorization, comments can be added, edited or viewed. Comments can be viewed only by staff; students do not have the ability to view these comments.

Included in this job aid are:

- Add a Comment (Manually)
- Add a Comment (Automatically)
- Review a Comment
- Comment Summary
- Comment Details

### Add a Comment (Manually)

1. Click the **Campus Community** link.



2. Click the **Comments** link.



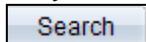
3. Click the **Comments - Person** link.



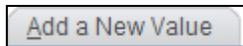
4. Click the **Person Comment Entry** link.



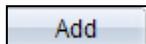
5. Search by ID, Last Name and/or First Name. Once the student has been identified the ID will carry over and auto populate when Add a New Value is selected. Click **Search or press Enter**.



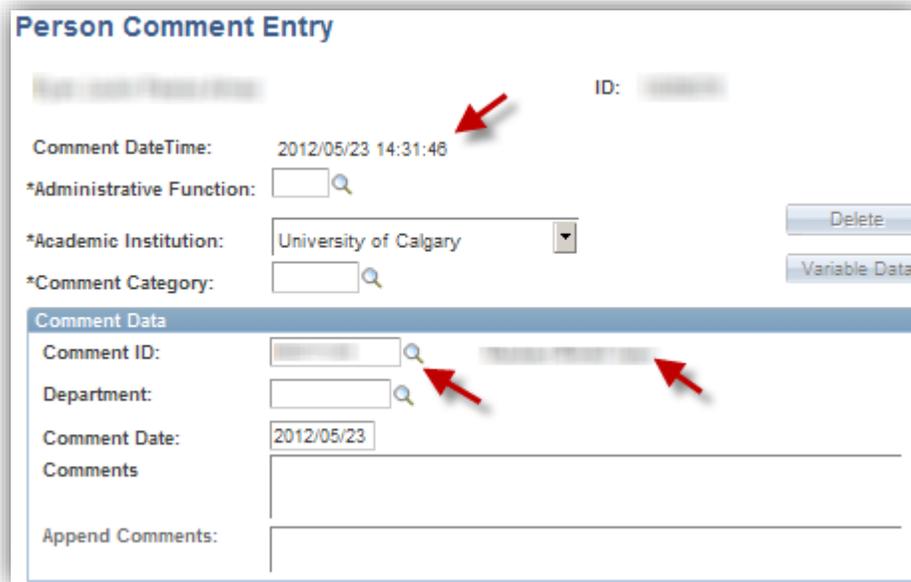
6. Once the Student has been located, any previous Comments may appear listed below. To add a new comment, click the **Add a New Value** tab.



7. The ID will carry over once identified. Click the **Add** button.



The Person Comment Entry page will appear with the Current Date and Time. The Comment Data will include your Comment ID number and name.



8. Click the **Look up Administrative Function** button. A list of Administrative Functions will appear. Select the appropriate Administrative Function.

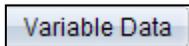


9. Click the **Look up Comment Category** button.



10. Depending on the Administrative Function selected, the list of Comment Categories will appear. Make the appropriate selection.

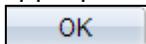
11. Click the **Variable Data** button.



12. Click the **Look up Academic Career** button. Select the appropriate Academic Career.



13. Click the **Look up Application Nbr** button. A list of Applications will appear. Select the appropriate Application number. Click the **OK** button.



14. If desired, student related comments can be entered in the Comments text box. When completed with the Comments, save the comments. Click the **Save** button.



### Add a Comment (Automatically)

The Comment Icon displays on a number of Student Administration PeopleSoft pages. It can be used to transfer to the [Person Comment Entry](#) page to add a comment to a student's record. When the Comment Icon is used to add a new comment, the Administrative Function and Variable Data transfer from the original page to the Person comment Entry fields.



15. For this example navigation is from **Student Admissions > Application Maintenance > Maintain Applications**. Click the Application Program Data tab. The Application Program Data page displays the 3 icons representing Communications, Checklist and Comments.



16. Use the Comments Icon to enter Comments automatically. Click the [Comment Icon](#) button.

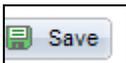


17. A new window will open and since navigating via Student Admissions, the Administrative Function auto populates (ADMP). Click the [Look up Comment Category](#) button.



A list of Comment Categories will appear. Select the appropriate Comment Category.

18. If desired, student related comments can be entered in the text box. Click the [Save](#) button.



### Review Comments

1. Click the [Campus Community](#) link.  

2. Click the [Comments](#) link.  

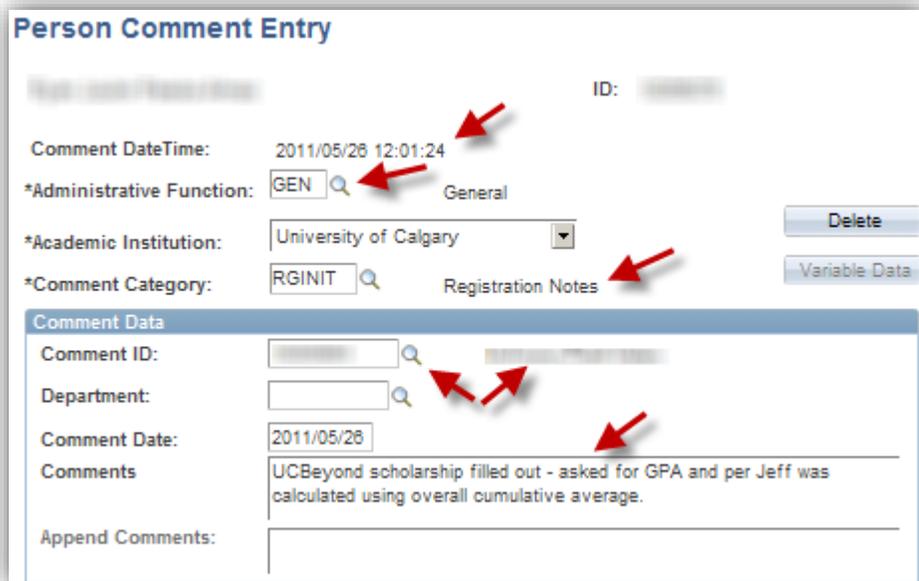
3. Click the [Comments - Person](#) link.  

4. Click the [Person Comment Entry](#) link.  

5. Search by ID, Last Name and/or First Name.

Click [Search](#) or press **Enter**.

- A list of Comments will appear for the selected student. Select the desired comment.
- The comment will appear including the date and time, Administrative Function, Comment Category, author of the comment and the student related comment.



- To navigate to the next or previous comment use the buttons [Previous in List](#) or [Next in List](#).

- Click the [Return to Search](#) button.

- If desired, you can search for Comments for another student. Press Clear to begin a new search.

### Comment Summary

The Comment Summary provides a summary view of comments entered on a student's record. Comments can be viewed only by staff. Students do not have the ability to view these comments.

- Click the [Campus Community](#) link.

- Click the [Comments](#) link.

- Click the [Comments - Person](#) link.

[Comments - Person](#)

4. Click the **Person Comment Summary** link.

[Person Comment Summary](#)

5. Search by ID, Last Name and/or First Name. Click **Search or press Enter**.

6. Comments can be displayed based on the Selection Criteria entered, e.g. Variable Data, Category or Comment ID. Click the **Look up Function** button.



7. A list of Administrative Functions will appear. Select the appropriate Administration Function.

8. To view the Category list, click the **Look up Category** button.



9. A list of Comment Categories will appear. Select the appropriate Comment Category (e.g. ADVSES).

[ADVSES](#)

10. It is possible to view a Summary of Comments based on the Variable Data. Click the **Variable Data** link.

[Variable Data](#)

11. Click the **Look up Academic Career** button.



12. Click the appropriate Career link (e.g. Undergrad).

[Undergrad](#)

13. Click the **Look up Application Nbr** button.



14. A list of Applications may appear, select the desired Application (e.g. OPST Open Study).

[OPST](#)

15. Click the **OK** button.

16. Once the selection criteria have been entered you can begin the Search. Click the **Search** button.

17. When no selection data is entered all comments will appear. Depending on individual authorization, you may be permitted to Edit the Comment. Click the **Edit** link. The Comment will appear allowing editing, if necessary.



18. Save your edited Comment or Return to the Search Criteria. Click the **Return to Search** button.



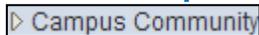
19. Depending on individual authorization, you may be able to only view the Comment. Click the **View** link. No changes or edits can be made if provisioned with View Only access.



### Comment Details

Individuals provisioned with View Only authorization may only view Comment Details.

1. Click the **Campus Community** link.



2. Click the **Comments** link.



3. Click the **Comments - Person** link.

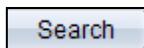


4. Click the **Person Comment Detail** link.



5. Search by ID, Last Name and/or First Name.

### Click Search or press Enter.



6. A list of Comments will appear below. Select the applicable comment to view the Comment Details. Comment Detail allows individuals to view the comment only and no changes can be made.

### Person Comment Detail

App: [redacted] ID: [redacted]

Comment DateTime: 2010/06/09 16:06:17

Administrative Function: GEN General

Academic Institution: University of Calgary

Comment Category: ADVSES Advising Session Comments

#### Comment Data

Comment ID: [redacted]

Department: [redacted]

Comment Date: 2010/06/09 **View Only - No Changes can be made**

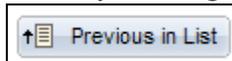
Comments: NSRA - Guided student to the ACAT website to check how MRU classes transferred as U of C credits.

Append Comments:

7. Clicking on **Next in List** will move to the next Comment on the list.



8. Similarly, clicking **Previous in List** displays the previous Comment on the list.



For the corresponding online learning; consult the Student and Enrolment Services website.

**End of Procedure.**