



SpeedNotes Guide

SpeedNotes allow faculty and staff to quickly take notes on their meetings with students by checking off the activities they performed and discussion points from the meeting. Associated Appointment Types indicate who are able to use what SpeedNotes when documenting appointments with students. All instructors are able to use “Teaching” SpeedNotes, while all academic advisors are able to use “Advising” SpeedNotes. Please note that you can only access this feature after you’ve set up your appointments in Starfish.

| SpeedNotes Name | Category | Associated Appointment Types |
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| Academic Advising | Academic Planning | Teaching, Advising |
| Add/Drop Course(s) | Course Scheduling | Teaching, Advising |
| Athletic Tutoring | Other | Athletic Tutoring |
| Books and Materials | Academic Planning | Advising, Academic Success |
| Campus Engagement | General | Academic Success |
| Change Major | Academic Planning | Advising, Academic Success |
| College/Work Life Balance | Academic Planning | Academic Success |
| Course Withdrawal | Course Scheduling | Teaching, Advising, Provost’s Office |
| Create/Edit Resume | Career Planning | Career Development |
| Discuss Career Opportunities | Career Planning | Career Development |
| Discuss Grades | Coursework Assistance | Teaching, Academic Success |
| Discuss Internship Opportunities | Academic Planning | Career Development |
| Discuss Policy Waiver | Other | Provost’s Office,, UG-General Appointment |
| Exam Preparation | Academic Planning | Teaching, Advising, Academic Success |
| General Visit | General | Teaching, Academic Affairs, Career Development, UG-General Appointment |
| Honor Code Review | Other | Provost’s Office, Academic Success |
| Major Selection | Academic Planning | Advising, Academic Success |
| Organization/Using a Planner or Calendar | Academic Planning | Academic Success |
| Peer Tutor Training | Other | Academic Success |
| Peer Tutoring | Other | Peer Tutoring |
| Referral to Academic Success Office | Academic Planning | Teaching, Provost’s Office, UG-General Appointment |
| Referral to Career Development | Career Planning | Provost’s Office, Academic Success, UG-General Appointment |
| Registration Planning | Course Scheduling | Advising |
| Review Academic Success Plan | Academic Planning | Advising, Academic Success |
| Review Assignment(s) | Coursework Assistance | Teaching |
| Review Course Progress | Coursework Assistance | Teaching, Advising, Academic Success |

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| Review Exam or Quiz | Coursework Assistance | Teaching |
| Review Requirements for Off-Campus Courses | Academic Planning | Advising |
| Sophomore Check-In | General | Career Development |
| Study Abroad Preparation | Academic Planning | Advising |
| Study Strategies | Academic Planning | Academic Success |
| Take Career Assessment(s) | Career Planning | Career Development |
| Test Taking Strategies | Academic Planning | Teaching, Advising, Academic Success |
| Time Management Strategies | Academic Planning | Academic Success |
| Tutoring Options | Academic Planning | Teaching, Advising, Academic Success |
| Vocational Planning | Career Planning | Advising, Career Development |
| Withdrawal from PC | Other | Teaching, Advising, Provost's Office, UG-General Appointment |