How to View Contributions Previously Submitted and
How to Contribute Additional Information

Select My Contributions to Student Information

The system will display the cases of students for whom you have contributed information. The Item Date indicates when information was first contributed. There is a Case Status column that will indicate whether the case is New (entered but not yet acted upon), Active (has more than one alert submitted or is currently being worked on) or Closed (the case has been closed).
Click on the link in the **Summary** column and you will be able to view any contributions that you have made to that particular case:

View Case Item

**Student:** Michael Jones  
**Case:** 1597, Academic Category  

**Summary:** Michael has missed two classes this week  

**Detailed Notes**  
08/19/14 10:21AM, by Tracy J. Pasqua Dea  
Michael is in my TRS 107 course and has missed two classes this week. I never heard from him. I sent him an email to check in but he did not respond. I also left him a voicemail. He has been in regular attendance since the point in time and has overall been doing well in the class.  
Case type of Action:  
Reminder date automatically deferral to tomorrow  

**Contact Methods Used**  
No Method of Contact indicated

Close Window and you will return to My Contributions to Student Information.

To add new information or to request information regarding this student, select the **Add/Request Info** link in the far right hand column:

My Contributions to Student Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Case Number</th>
<th>Item Date</th>
<th>Summary</th>
<th>Case Status</th>
<th>Case Owner</th>
<th>Add/Request Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones, Michael</td>
<td>1597</td>
<td>08/18/14</td>
<td>test</td>
<td>Active</td>
<td>M SILVA, SEAS SPECIALIST, STU ENGAGEMENT &amp; ACAD SUCCESS</td>
<td>Add/Request Info</td>
</tr>
<tr>
<td>Jones, Michael</td>
<td>1597</td>
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</tr>
</tbody>
</table>

Closed cases  
Cases I own  
Cases over 1 year ago  

Submit
Enter a **Summary** and **Detailed Notes**. You can also indicate a **Method of Contact**. Utilize this opportunity to provide updated information on the student or situation.

### Retention Case Followup

Follow up to Retention case for Michael Jones

**Original Notes**
09/16/16 10:21 AM by Tracy J. Pecua Dea
Summary: Michael has missed two classes this week.
Michael is in my TRS 197 course and has missed two classes this week. I never heard from him. I sent him an email to check in but he did not respond. I also left him a voicemail. He has been in regular attendance since this point in time and has overall been doing well in the class.
Case type of Advising
Reminder case automatically extended to tomorrow

**Summary**
- Met with student

**Detailed Notes**
I met with student regarding attendance. Student explained that he had been ill.

**Did you contact this student?**
- [ ] In person
- [ ] E-mail
- [ ] Phone
- [ ] IM (Instant Message)
- [ ] Standard mail
- [ ] Voice mail
- [ ] Text message
- [ ] Social Media
- [ ] No Contact Attempted
- [ ] Other (Explain in Notes)

**Check Any that Apply**
- [ ] E-mail
- [ ] Phone
- [ ] IM (Instant Message)
- [ ] Standard mail
- [ ] Voice mail
- [ ] Text message
- [ ] Social Media
- [ ] No Contact Attempted

[Submit]
Once you **submit**, you will be brought back to the list of your contributions and there will be a new line item indicating the update that you just made to the case.