Entering and Viewing Comments for Student Records

The purpose of this guide is to learn how to enter a comment for a student as well as how to locate and view comments entered by other users.

ENTERING A COMMENT

Step One

Navigate to the Person Comment Entry page by using the following breadcrumb:

Main Menu ➔ Campus Solutions ➔ Campus Community ➔ Comments ➔ Comments - Person ➔ Person Comment Entry

Step Two

Click on the Add a New Value tab. Enter the Catalyst (EMPL) ID of the student into the ID field

**Person Comment Entry**

[Find an Existing Value] [Add a New Value]

ID: [ ]

Add

[Find an Existing Value] [Add a New Value]

**NOTE:** The ID field is referring to the Catalyst (EMPL) ID. If unavailable, click the magnifying glass for additional search options or use the ID Lookup Function located in the upper right corner of the screen to retrieve the student’s EMPL ID using the student’s UCID (M#).
Step Three

Click Add. The Person Comment Entry page will load. The page will look similar to the screenshot below.

![Person Comment Entry screenshot]

Step Four

Determine the type of Comment you are adding and follow the instructions below.

**General**
Click the magnifying glass next to the Administrative Function field and select GEN - General.
Click the magnifying glass next to the Comment Category field and select REC-Student Records.

**Student Term**
Click the magnifying glass next to the Administrative Function field and select STRM-Student Term.
Click the magnifying glass next to the Comment Category field and select REG-Registration.
Click the Variable Data box and enter the Academic Career and Term referenced in the comment.

**Registration/Grading**
Click the magnifying glass next to the Administrative Function field and select SENR-Student Enrollment.
Click the magnifying glass next to the Comment Category field and select RECS-Enroll/Grade Comments.
Click the Variable Data box and enter the Academic Career, Term, and Class Nbr referenced in the comment.

**CPP Stack**
Click the magnifying glass next to the Administrative Function field and select SPRG-Student Program.
Click the magnifying glass next to the Comment Category field and select RCPP-Career Program Plan.
Click the Variable Data box and enter the Academic Career and Student Career Nbr referenced in the comment.
Graduation/Diploma
Click the magnifying glass next to the Administrative Function field and select SPRG-Student Program. Click the magnifying glass next to the Comment Category field and select RGRAD-Grad Cert Comments. Click the Variable Data box and enter the Academic Career and Student Career Nbr referenced in the comment.

Step Five
Comment ID will populate with your emplid and name. Enter the Department with which you are associated.

Step Six
Click in the Comment field and enter the text for your note then click Save.

NOTES: Cannot be edited or deleted after saving. Be mindful of tone, language, etc. as this comment will become permanent on the student’s record and must / would be provided as part of the student’s record in response to any valid FERPA requests.
VIEWING A COMMENT

Step One

To view a comment, navigate to the following breadcrumb:

Step Two

Enter the student's Catalyst (EMPL) ID into the ID field. If the ID is not available, use the Last Name, First Name, Campus ID (UCID) or National ID (SSN) fields to refine the search.

Step Three

Enter a Function, Category, and/or Comment ID (EMPL ID of the person who created the comment) as necessary; not required. To see all comments, leave these fields blank.

The Search Results section will populate with comments you have access to view.

Step Four

Click Search. The Comment Summary Tab will load. It will look similar to the screenshot below.
Step Five

Click View next to the comment you entered. The Person Comment Detail page will load in a new browser tab. If present, click on Variable Data to see details specific to that comment.

Be sure the pop-up blocker on your browser allows pop-ups from catalyst.uc.edu.

You have now completed the steps for Entering and Viewing Comments.