Adding a Note to a Student’s Folder in SAILS

1. Sign-in to My VWCC by clicking on the Login to My VWCC link on the left of this screen or the My VWCC link on the Virginia Western homepage.
2. Click SAILS.
3. Click the Students Tab in the upper left-hand corner.
4. From the Students Tab, you can search for a student by Name or Connection. Searching by Connection allows you to view a group of students based on your relationship with them in SAILS. For example, an Instructor can get a list of students enrolled in a course or a Faculty Advisor can get a list of his or her assigned advisees.
5. Select the student(s) for which you would like to record a Note. Notes do not prompt any sort of college response and are not emailed to the student. Shared Notes should be used for informational items related to a student’s academic success that do not currently require intervention, but may be useful to an advisor (Faculty and Non-Faculty).
6. Select the Note Type from the drop down box (General or Academic Advising) and add your Note in the text box. You can email a copy of the note to yourself and/or the student by selecting the appropriate boxes.
7. Select Submit to save the note in the student’s folder. NOTE: Only shared notes can be viewed by faculty and staff that have a relationship with the student. Private notes cannot be viewed.