Overview

Student notes are notes that faculty, staff, and administrators (depending on security access) can add to student records that allow for internal documentation. These notes do not print on a transcript. Notes can be edited, as needed, depending on security access level.

Add Student Note – Option 1

1. Navigate to the search bar and type **Add Student Note**, then select the task once it populates.
2. Enter the name of the student you want to add a note for, as well as the appropriate Note Topic(s), Note Date, the Note details, and whether the note should be shared with the student.
3. Once all information is entered, select **OK** then **Done**.

Add Student Note – Option 2

1. Navigate to the search bar and type *Student: Student's Name*, then select the student once they populate.
2. Navigate to the student profile, select **History**, select the **Note History** tab, then select **Add Student Note**.

Add Student Note – Option 3

1. Navigate to the search bar and type *Student: Student's Name*, then select the student once they populate.
2. In the student's profile page, select **Actions**, hover over **Note**, and select **Add Student Note**.

View Student Note

1. Navigate to the search bar and type *Student: Student's Name*. Select the student profile once it populates.
2. From the menu on the left, select **History**, followed by the **Note History** tab.
3. You will see a list of all student notes, including the Creation Time, Date & Time, Note Category, Note Topic(s), Note Creator, Note Content, and whether the note has been shared with the student.

Edit Student Note

1. Follow steps 1-3 under View Student Note.
2. From the note's Related Actions (the "..." next to the magnifying glass), hover over **Student Notes**, then select **Edit**.
3. Edit the note as applicable. Select **OK** when finished.

*Notes can only be edited by the note creator or an administrator with appropriate security access.

Delete Student Note

1. Follow steps 1-3 under View Student Note.
2. From the note's Related Actions (the "..." next to the magnifying glass), hover over **Student Notes**, then select **Delete**.
3. Select **OK**.

*Notes can only be deleted by the note creator or an administrator with appropriate security access.