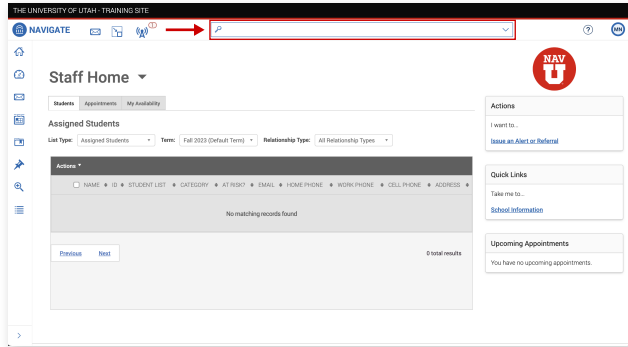


Staff and Faculty Guide
Adding Notes to Students

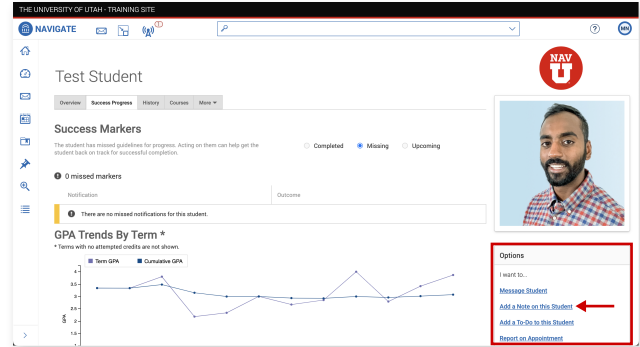
Adding Notes to a Student

Adding a Note to a student can be used to keep record of unscheduled interactions with a student, like drop-in sessions, hallway interactions, or documenting an email on the Navigate platform.

- 1 From the Staff Home, search for the student you want to add a note to in the **quick search bar** at the top of the page, and select the student

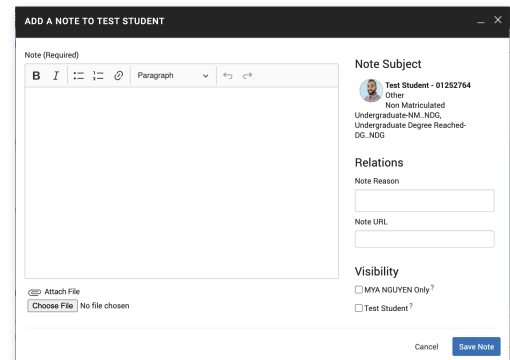


- 2 Once you're on the student's page, click on **Add a Note on this Student** in the **Options** side panel to the right

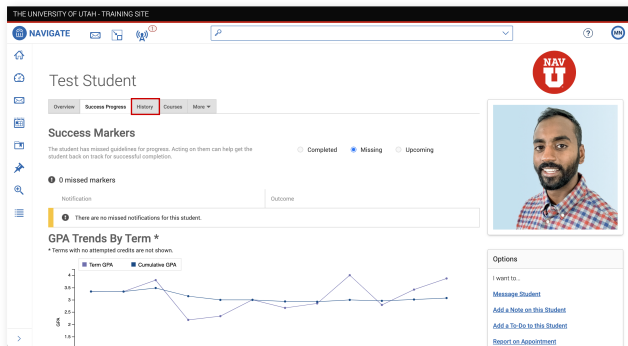


You can attach files relevant to the note, and also add URL links. For instance, if you spoke with the student about filling out FAFSA, you can paste the FAFSA link there. You can also choose if other staff and faculty or the student can view the note by toggling the **Visibility** check boxes.

- 3 Once you've filled out the details of the note and clicked **Save Note**, you'll see a confirmation in the bottom right corner



- 4 To view the note, click on the **History** tab on the student's page



- 5 Then change the **View As** to **Notes about Student**

