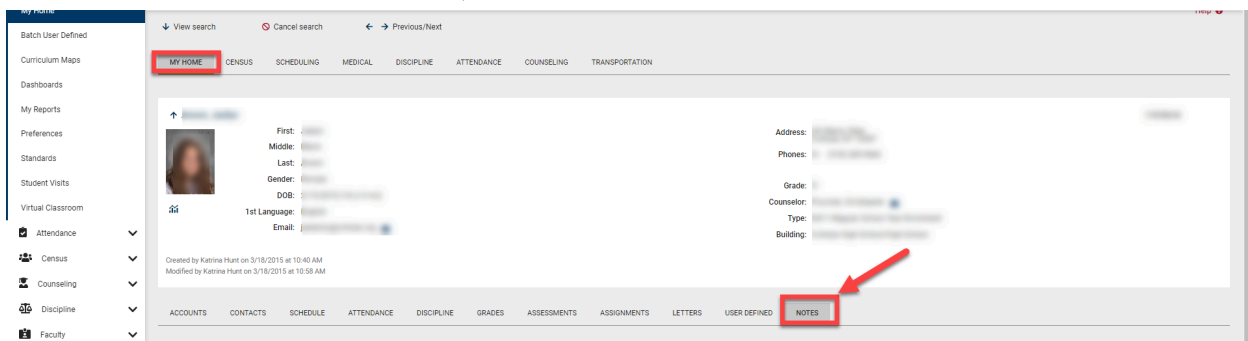


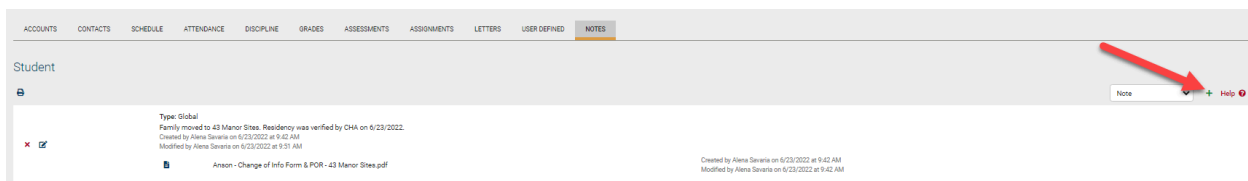


Create a Note on a Student

1. Type the student's name into the Search box at the top of your screen, then click enter on your keyboard.
2. Click on a name in the search results.
3. From the MY HOME tab, click NOTES.



4. On the next screen, you can view a history of past notes for a student. Only Global Notes will be visible to you as well as any past private notes you created for the student. Each note will be displayed along with who created the note, and when.
5. To create a note, click the + button.







6. Choose the Type
 - a. **Personal** - notes are private and visible only to you.
 - b. **Global** - notes are visible to any staff with access to the student.
 - c. **Building Only, Not Passed with Promotion** - notes are only visible to other staff in your same building and will not be visible once the next school year starts.



Create a Note on a Student

- d. **Building Only, Passed with Promotion** – notes are only visible to other staff in your same building and will still be available once the next school year starts.
7. Enter your note in the field provided.
 8. Choose to upload an attachment if you would like to include any documentation.

 Cancel  

Type: Global 

Type your note here!

Created by Jennifer Sangiacomo on 8/20/2024 at 11:50 AM
Modified by Jennifer Sangiacomo on 8/20/2024 at 11:50 AM

Choose File

No file chosen

UPLOAD ATTACHMENT

9. Click the green save icon when done.
10. Once saved, click the edit icon if you would like to amend your note or make changes.