



administer_assignments_notes

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☐ Click  to add or update optional notes for the assignment.

If entered, these notes are viewable in ParentPortal.

The notes above on special characters for the **Assignment Name** field also apply to this field.

☐ Add or update the note in the Note window and click **Ok**.

The Note window closes, and the note icon is yellow  to indicate that a note was entered.

☐ Or, to clear an existing note for the assignment, click **Clear**.

The Note window closes, and the note icon is gray  to indicate that no notes exist.