



assignment_grades_course_note_student

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Next to the student's name, click the icon to view or add a course note about the student. The note icon is yellow  if a course note already exists for the student.

The Student Course Note pop-up window opens allowing you to enter or update comments.

These notes are not displayed to parents/guardians.

The student's name is displayed. Verify that you are adding/updating the note for the correct student.

Saved Notes

New Note

☐ Click **Save**.

NOTE: A report of course notes can be run from the Reports menu.