




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.

☐ Under **Saved Notes**:

Any existing notes for the student are listed. You can view all notes for courses to which you have access.

Cat	Note category codes: AT - Attendance DS - Discipline GN - General HL - Health SP - Supplies
Note	
Author	
Last Updated	
Del?	Select to delete an existing note. You can only delete a note if you created it, or if you are the Teacher of Record for the course. For example, the Teacher of Record can delete a note entered by an Assistant Teacher for the course.
New Note	

☐ Click **Save**.

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