



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	If you created the note, you can update it, up to 3269 characters.
Author	The last name of the person who entered the note is displayed based on the user login.
Last Updated	The date on which the note was last updated is displayed.
Delete	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.

☐ Under **Add Note**:

To add a new note, select the category code indicating what the new note is related to, such as AT for attendance.

In the text box, type the new note, up to 3269 characters per note.

☐ Click **Save**.

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