



# **administer\_assignments\_notes**



# Table of Contents




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.



## Back Cover