
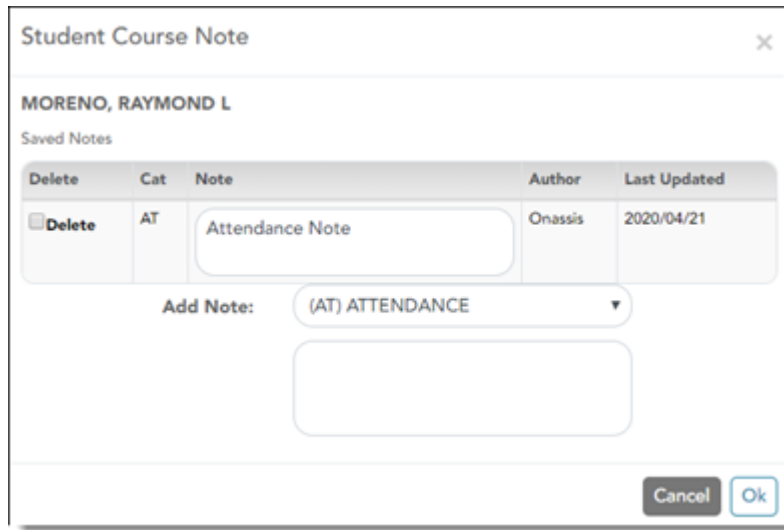


assignment_grades_course_note_student

Table of Contents

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.



Student Course Note [X]

MORENO, RAYMOND L

Saved Notes

| Delete | Cat | Note | Author | Last Updated |
|---------------------------------|-----|-----------------|---------|--------------|
| <input type="checkbox"/> Delete | AT | Attendance Note | Onassis | 2020/04/21 |

Add Note: (AT) ATTENDANCE ▼

[Text Input Field]

Cancel Ok

NOTE: 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.

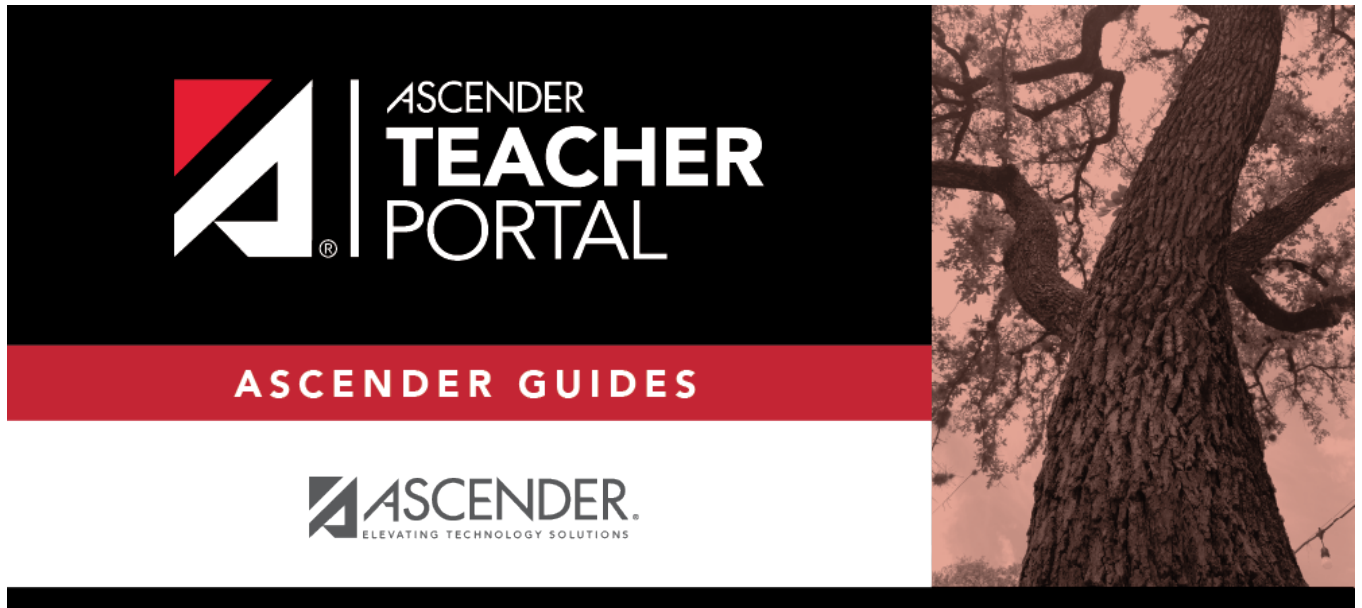
☐ Under **Add Note**:

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: The [Student Notes report](#) provides a report of these course notes.



Back Cover