

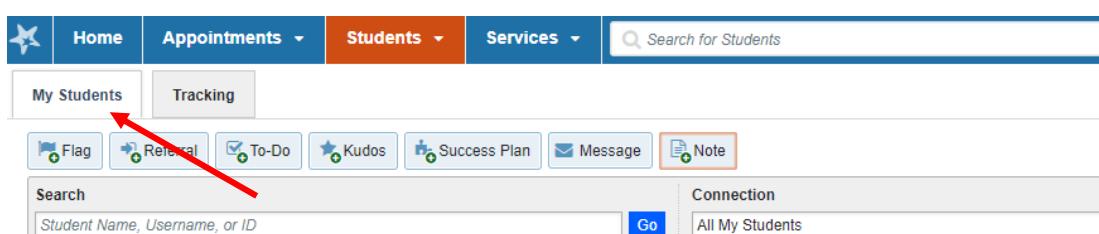
Flexible Learning - Starfish

How to Add a Note

Adding notes to a student file is a way to create a record of contact and all other correspondences with a student.

To add a note to a student file, follow the steps below:

1. After logging into your Starfish account, select the **My Students** tab.



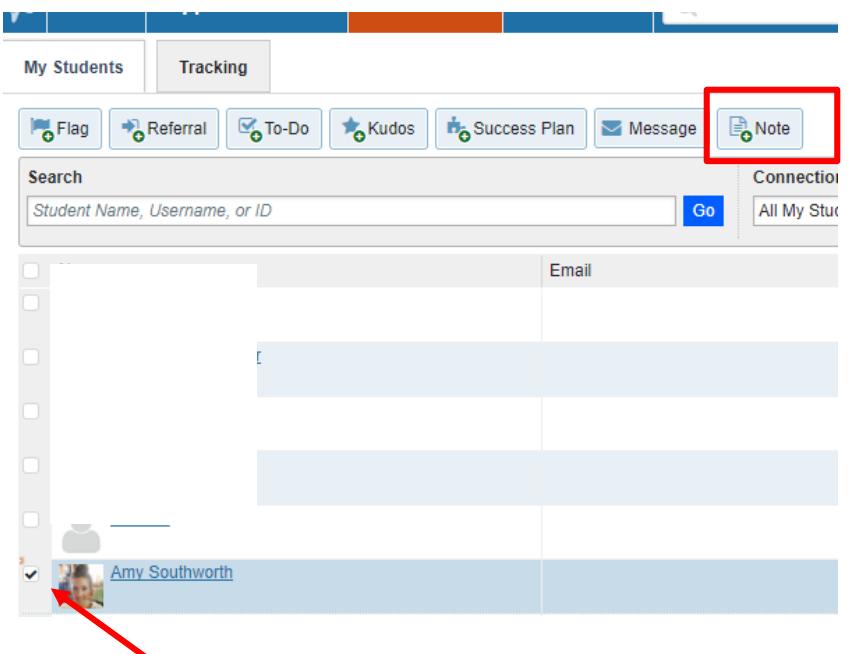
Home Appointments Students Services Search for Students

My Students Tracking

Flag Referral To-Do Kudos Success Plan Message Note

Search Student Name, Username, or ID Go Connection All My Students

2. Select the box to the left of the student name and then, select **Note** at the top navigation.



My Students Tracking

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Search Student Name, Username, or ID Go Connection All My Students

	Email
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Amy Southworth

3. In the next screen, the **General Shared Note** option is available to instructors. Complete the * marked fields. Indicate, if necessary, a note should be sent to yourself and/or the student. Also, check the Shared or Private radio button. Once the note is complete, select **Submit**.

NOTE PERMISSION: If the note is shared, people with the Academic Leadership, General Adviser, Instructor, and Primary Adviser roles will be able to view the note.

Create Note

Never Mind Submit

* Note Type: General Shared Note

* Date: 01-05-2018

Subject: Final Project

* Note: Spoke with student 1/5/2018 regarding final project. Student will complete assessment by next week in order to pass the class.

Send copy of note to yourself

Send copy of note to student

* Note Sharing: Shared

Note Permissions: People with the following roles may be able to see this note if they have a relationship with the student(s):

- Academic Leadership
- General Advisor
- Instructor
- Primary Advisor

* Required fields

Never Mind Submit