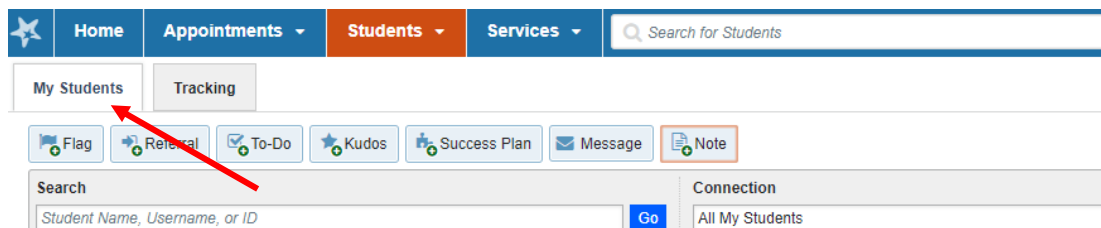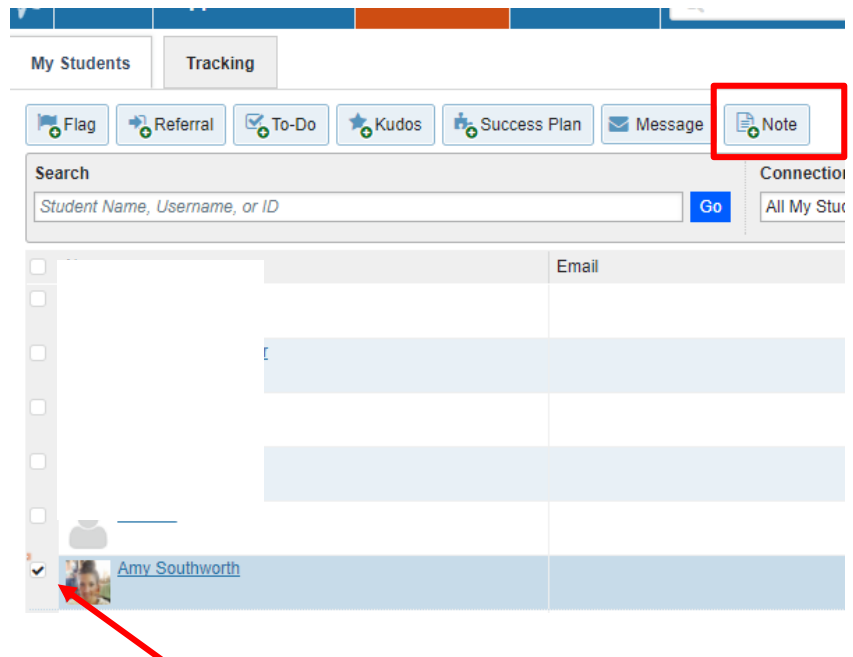# Flexible Learning - Starfish

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.

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

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.