

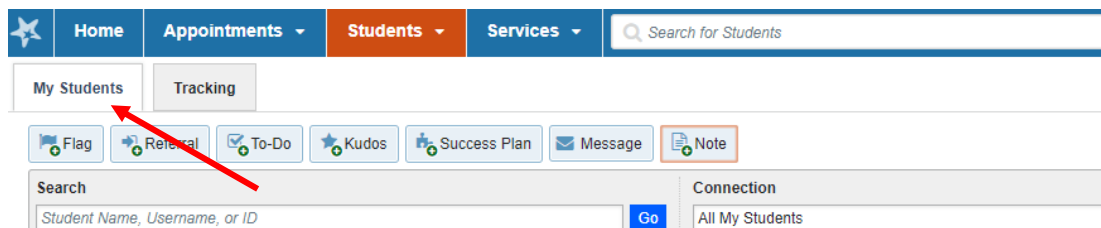
Flexible Learning - Starfish

How to Add a Note

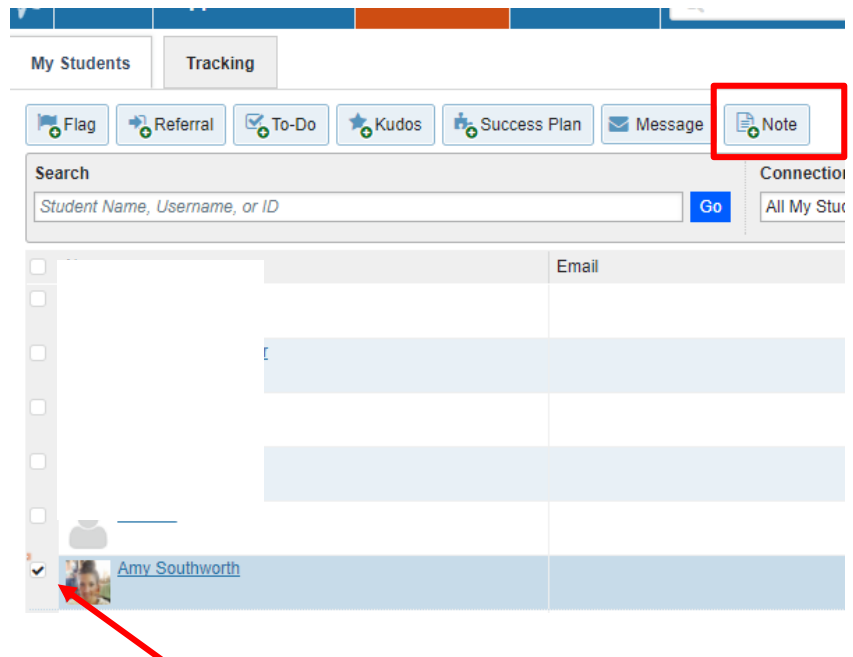
Adding notes to a student file is a way to create a record of contact and all other correspondences with a student.

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.

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 ☐ Private

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 Adviser
- Instructor
- Primary Adviser

* Required fields Never Mind Submit