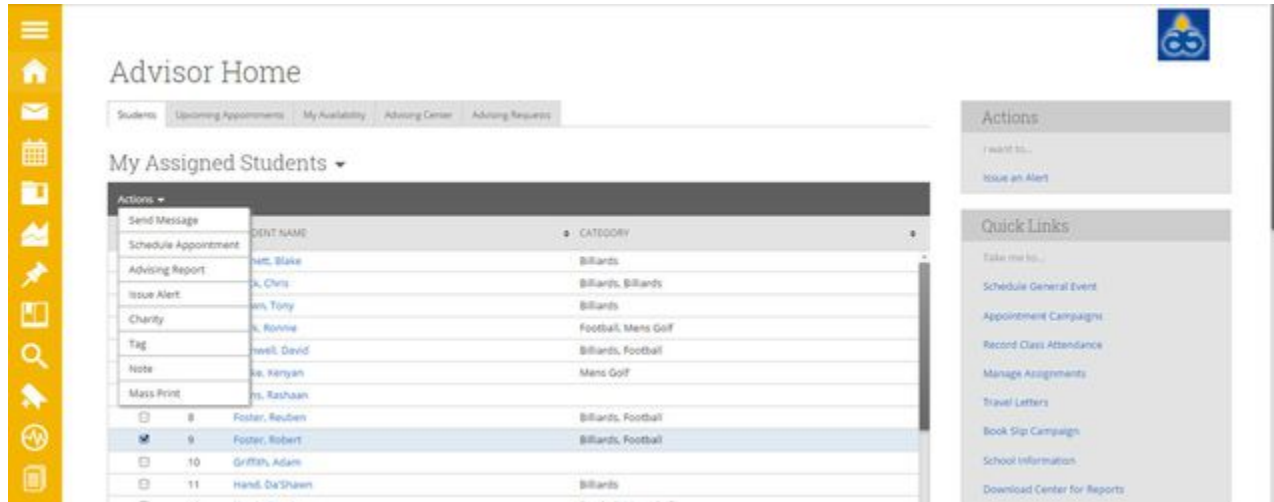


Notes

Notes are a great way to attach commentary to your students and keep track of any information about that student. Notes are currently the only method of attaching a file to a student's profile. Most commonly you can file a note from your Home tab or via the Search tab.



To add a Note:

1. Check the box next to a student's name, click the Actions button and then click **Note**.
2. Enter the text for your note.
3. Enter a Note Reason (optional). Note Reasons are used to categorize notes for easy reference. These reasons are created and set by your GradesFirst Administrator.
4. Attach a file and/or Note URL (both optional).
5. Select the proper visibility settings.
6. Click **Save Note**.

The screenshot shows the 'ADD A NOTE' form. It has a title bar with 'ADD A NOTE' and a close button. The form contains a large text area for the 'Note (Required)'. To the right, there are input fields for 'Note Reason' and 'Note URL'. Below these is a 'Visibility' section with three checkboxes: 'Andrew McCarrell Only', 'Robert Foster', and 'Printed Student Report'. At the bottom, there is a file attachment section with 'Attach File', 'Choose File', and 'No file chosen' options. Finally, there are 'Save Note' and 'Cancel' buttons.

Note Visibility

- Viewable only by author of note. Checking this box makes this note only visible to you. Not checking this box allows any user with the "Note View" permission to see this note. If you don't see this option available your GradesFirst Administrator may have it disabled.
- Viewable by student. Allows the student to view this note.
- *Show on Printed Student Report*. Checking this box includes this note in the Student Development Report.