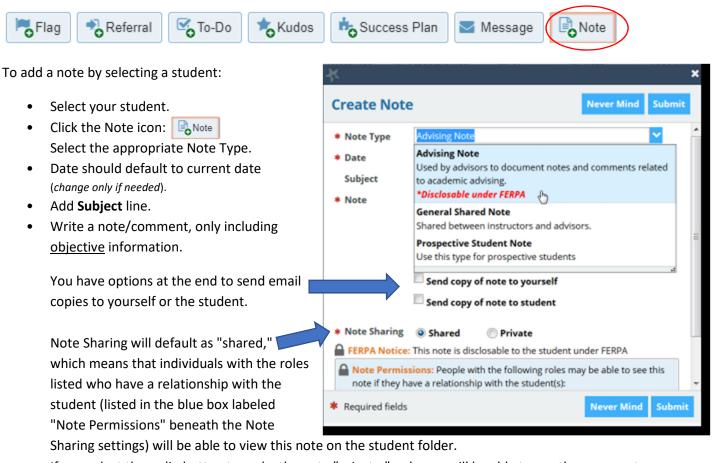
Starfish

Make a Note

SupportNET allows you to add notes to a student's folder, keeping their advising history up-to-date. You have two options for recording a note, either by directly recording a note through selecting the student or by recording a note through your calendar. Notes are visible to anyone who has been assigned an advisor role with a particular student.



- If you select the radio button to make the note "private," only you will be able to see the comment.
- Click **Submit**.

Viewing Notes - Notes Tab

To view notes:

- Click on the student's name to open their file
- Click the **Notes** link.
- Click on the sign associated with any item to view the details.

