SUPPORT**NET**
SOUTHEAST'S STUDENT SUCCESS NETWORK

★ 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.

⚑ Flag	➡ Referral	☑ To-Do	★ Kudos	➕ Success Plan	✉ Message	📄 Note

To add a note by selecting a student:

- Select your student.
- Click the Note icon: 📄 Note
  Select the appropriate Note Type.
- Date should default to current date (*change only if needed*).
- Add **Subject** line.
- Write a note/comment, only including underline objective information.

  You have options at the end to send email copies to yourself or the student.

  Note Sharing will default as "shared," which means that individuals with the roles listed who have a relationship with the student (listed in the blue box labeled "Note Permissions" beneath the Note Sharing settings) will be able to view this note on the student folder.

- 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.