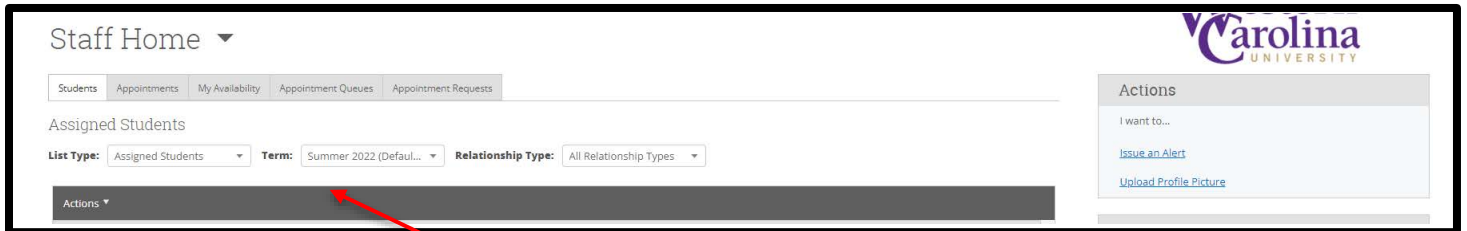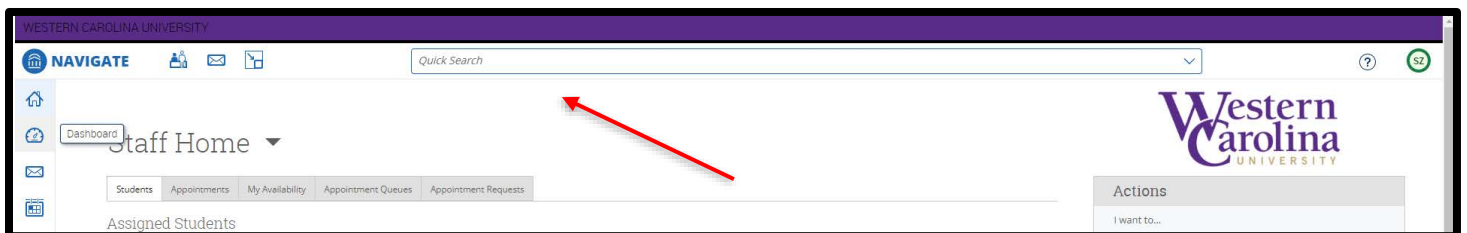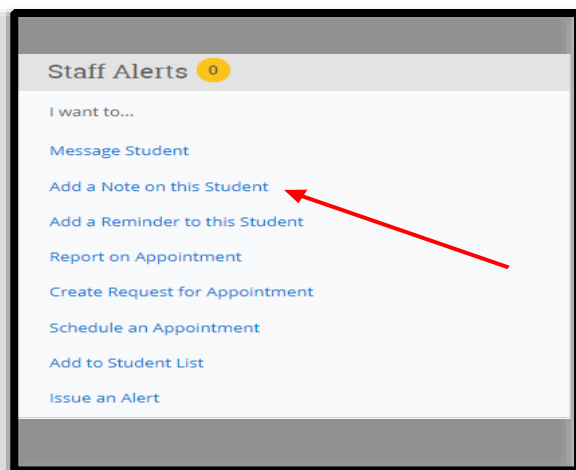# Navigate: How to Add a Note on a Student

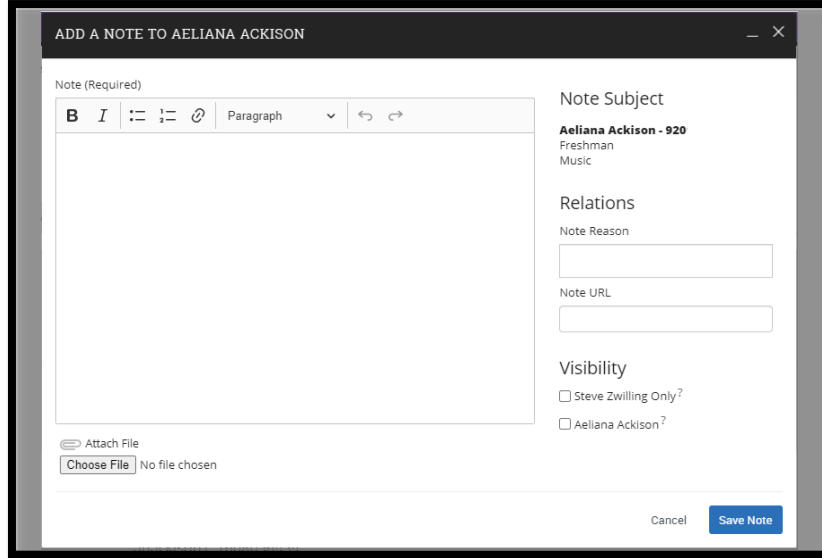1. Once you have logged in to Navigate, adjust your term.

2. Use the **Quick Search** feature in the upper-center to find the student you need to add note for.
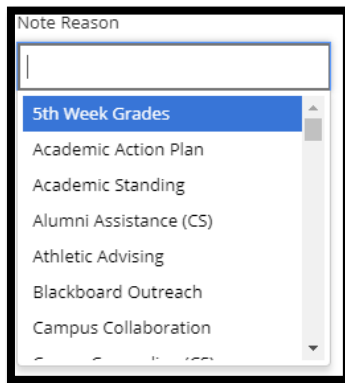

3. On the student's profile page, in the **Staff Alerts** box, click on **Add a Note on this Student**.

4. A note form will appear on your screen. Fill out the summary section with the appropriate information.

5. Select the appropriate **Note Reason** from the provided list. If there is not an appropriate reason listed, leave the **Note Reason** box blank. Multiple **Note Reasons** may be selected.

6. All notes added on a student can be found on the student's **Reports/Notes** tab. Faculty and staff can view student notes. When creating a note which you would like to share with the student please select the check box beside the student name to allow student to view.