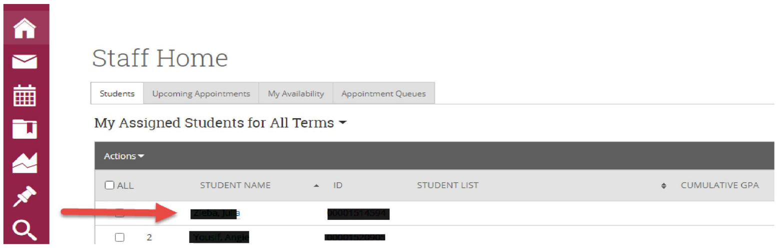
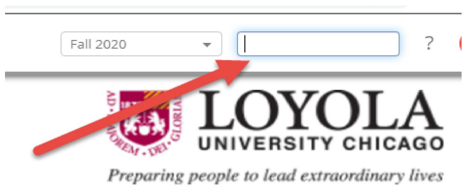
Navigate @ LUC Training

Adding Notes to Students*

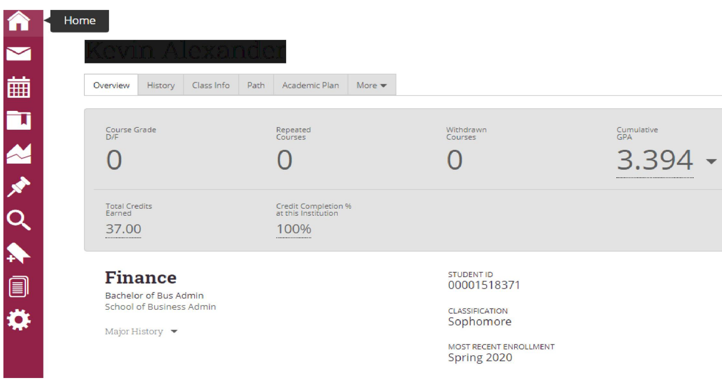
*Notes are appropriate for documentation not related to specific appointments.
For notes that relate to specific appointments, please see "Adding Appointment Summaries"



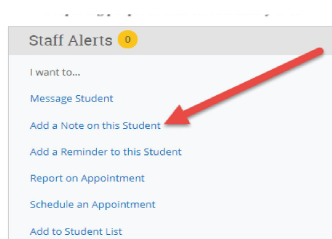
Find Student
You have a couple of options to find the student you need.
If the student is assigned to you as advisee, you can select them from your homepage.

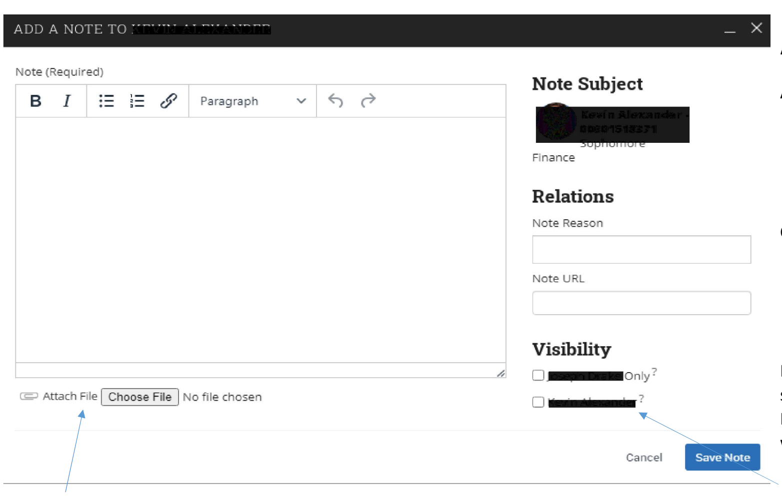


You can also search by name or LID at the top right of the page.



Once in the Student Profile page, select "Add a Note on the Student"





Add Note

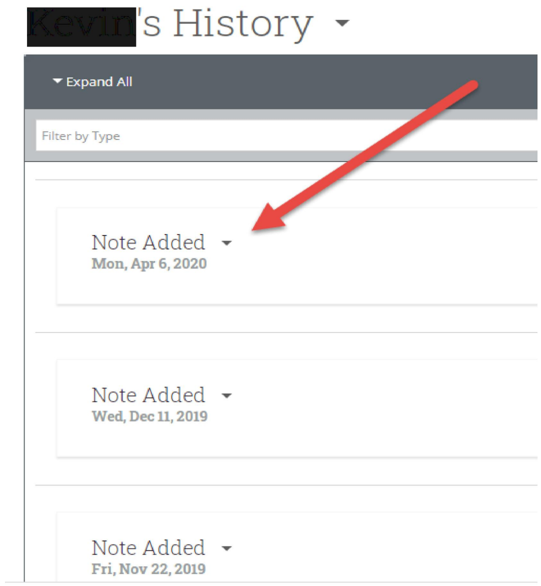
Add and format a note.

Choose a note reason (or multiple reasons).

If you click on the student's name under Visibility, student will see the note.
If you click on your own name under Visibility, no other Advisors will be able to see this note.

You can attach files.

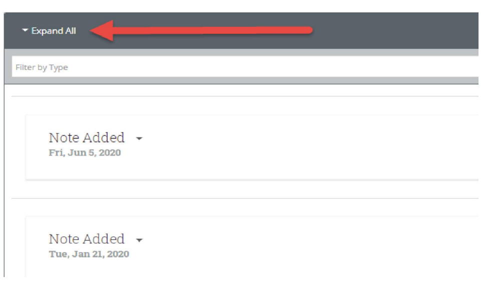
To view existing Notes on a Student Profile, click on History tab

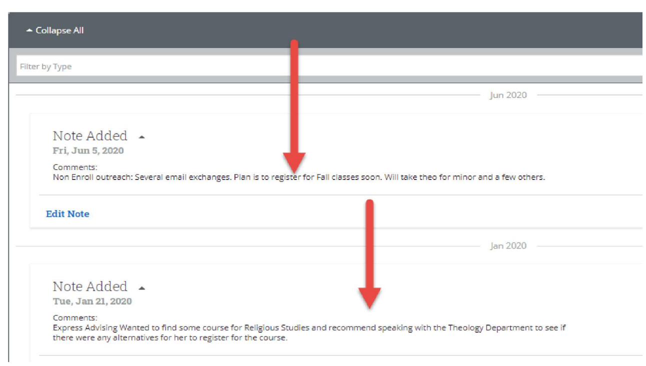


The History tab shows a list of all Notes for a student

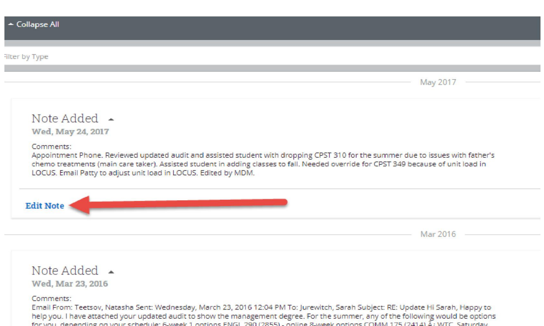
All LOCUS notes will be converted here.

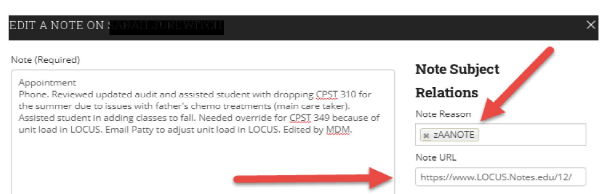
Clicking on the Expand All is a good way to see a scroll of the note content.





Clicking on Edit Note opens it.





Notes converted from LOCUS will show the comment category the note was originally entered with in the Note Reason. They will also contain the original sequence number in the URL field. This is simply for technical tracking purposes; you can ignore.

Need help? Email navigate@luc.edu