

## Navigate360: Adding a Note to More than One Student

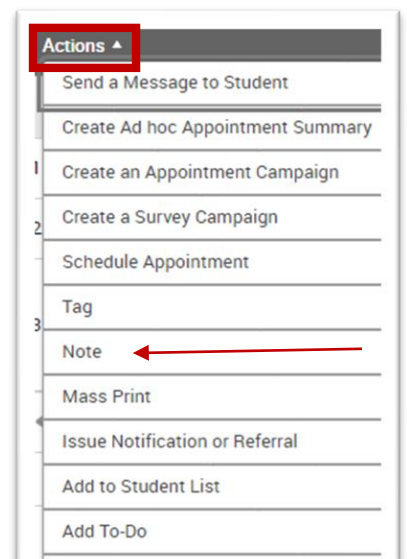
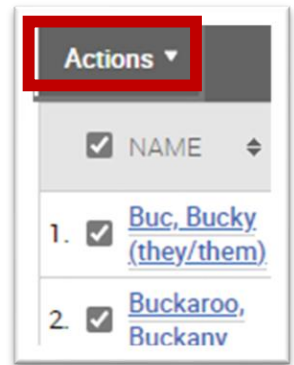
Notes can be used to record information related to a student profile, and are not tied to specific appointments.  
Notes can be made visible to students.

### 1. Access the Student List

- Click the *Lists and Saved Items*  icon from the left navigation
- Within the *Student Lists* box, click the name of the list to manipulate

### 2. Add a Note to the list of students

- Click the box next to *Name* to select all of the students in the list
- Click *Actions* and select *Note* from the drop-down menu
- When the *Add a Note to Multiple Users* box appears, type the note into the text box
- Click Choose File to attach a file if desired
  - **NOTE:** Do not add a file with any personal identifying student or student contact information. This file will be added to the note for all students. As an example, if attaching an email which was sent to the list of students' bcc, do not include an email which reveals student email addresses
- Under the *Relations* box enter a *Note Reason*
  - **NOTE:** This is not a required step. The *Note Reason* must pre-exist in the system. If an appropriate *Note Reason* does not exist, complete the Configuration Request form
- To make the Note visible to the student(s), click the box next to the Student's Name et al. under *Visibility*
  - **NOTE:** The student will not be able to see other students when viewing the Note. To the student, the Note will look like it was only applied to them
- Click *Save Note*.



**ADD A NOTE TO MULTIPLE USERS**

Note (Required)

**B I** : : : Paragraph ↵ ↶ ↷

Attach File  
Choose File No file chosen

**Note Subject**

- Bucky Buc (they/them)  
Advisor, Student
- Buckany Buckaroo -  
E00000001

**Relations**

Note Reason  
x Note to Student

Note URL

**Visibility**

- Rachel Swartzell (she/her) Only?
- Bucky Buc (they/them) et al. ?

Cancel Save Note