Add Notes

1	Click **Starfish** in the upper-left hand corner.
2	Select **STUDENTS** and then **MY STUDENTS**.
3	Type the name of the student in the **SEARCH** box & select the **CONNECTION** and **TERM**.
4	Click on the student's name.
5	Select the **ADD NOTES** icon.
6	Select the note type.
7	Type subject in the subject line.
8	Write note. You can select to send a copy of the note to yourself and/or the student(s).
9	Click **SUBMIT**.

UNIVERSITY OF NORTH DAKOTA