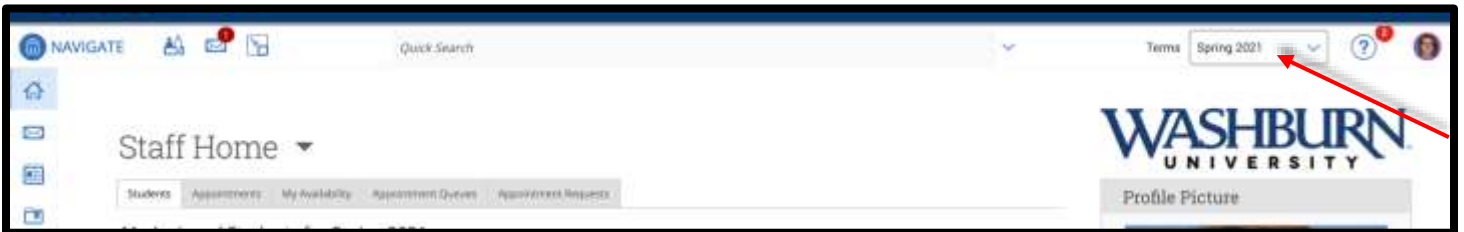
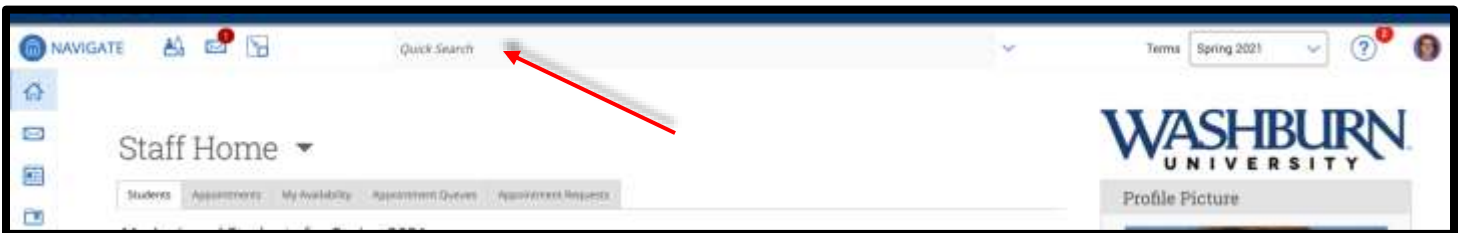


## Navigate: How to Add a Note on a Student

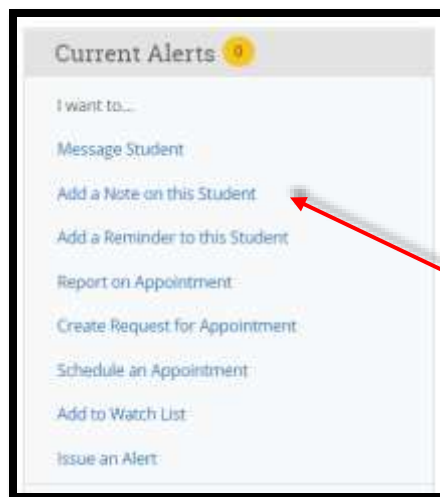
1. Once you have logged in to Navigate, adjust your term in the upper right-hand corner.



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



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



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

- 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.

- All notes added on a student can be found on the student's **History** tab.