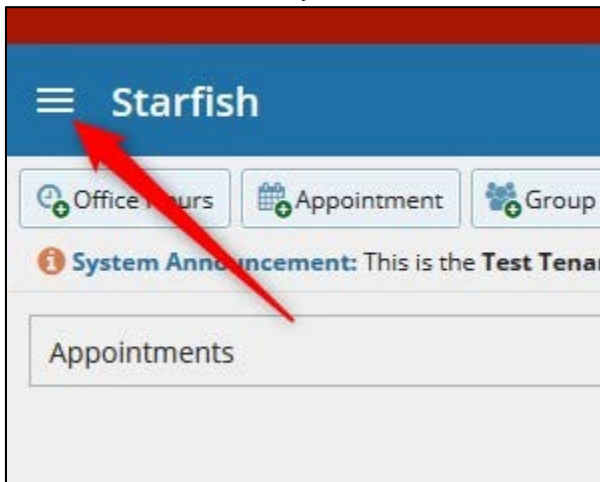


## Starfish – How to Create a Note

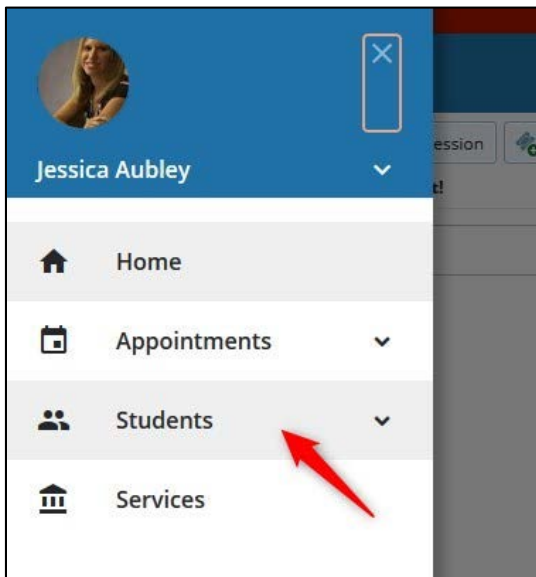
This tutorial will show you how to create a note. This is helpful when you need to document what you have discussed with a student during a meeting.

### Directions:

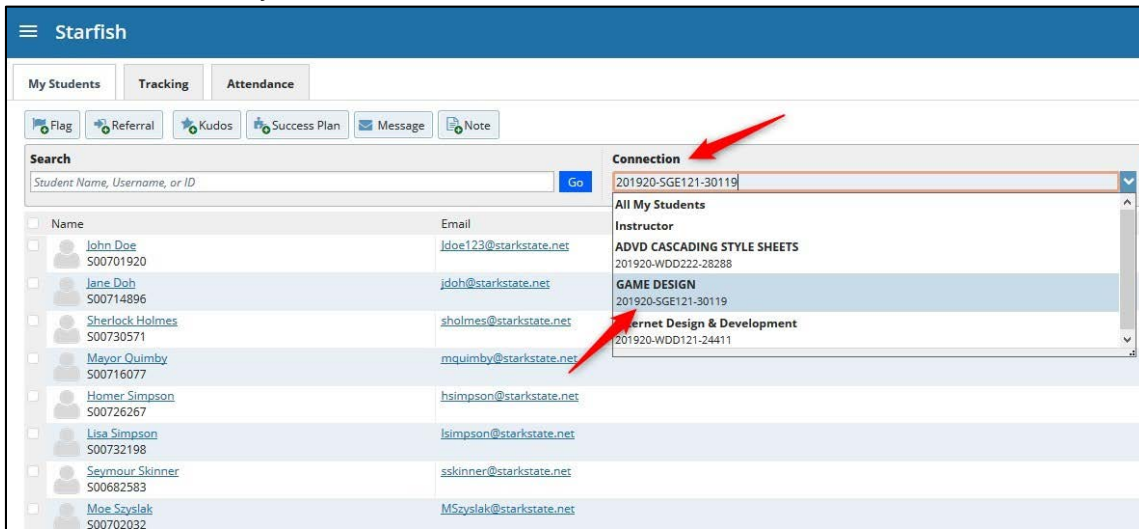
1. Log into Starfish.
2. Click on the **3 bars** by the Starfish title.



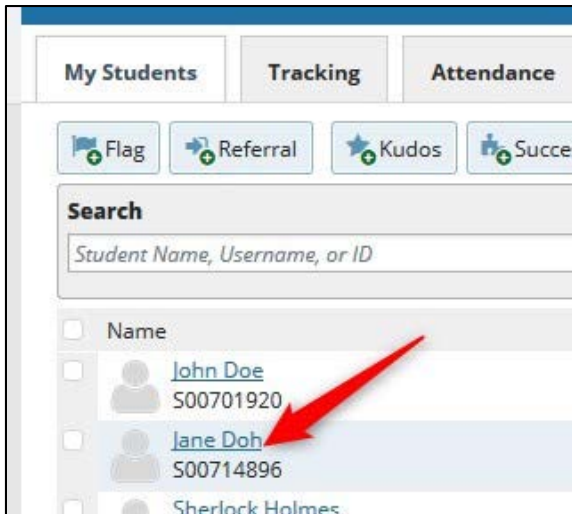
3. Click on **Students**



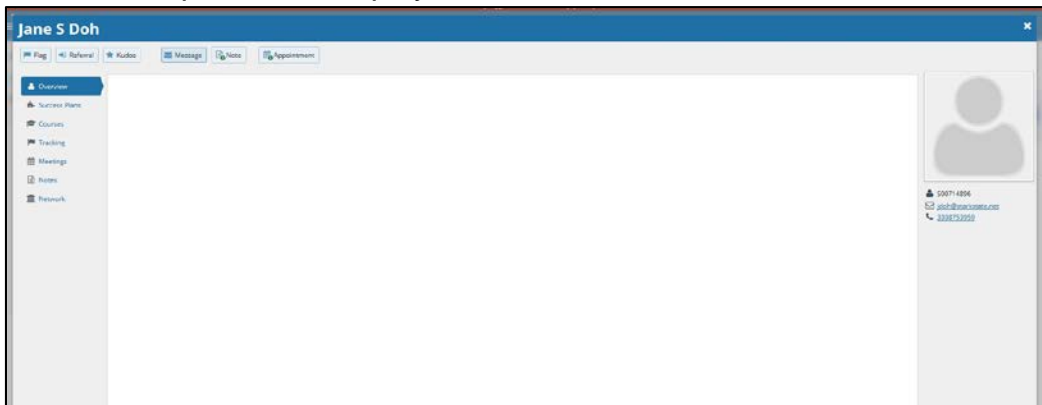
4. Select the course your student is in under **Connection**.



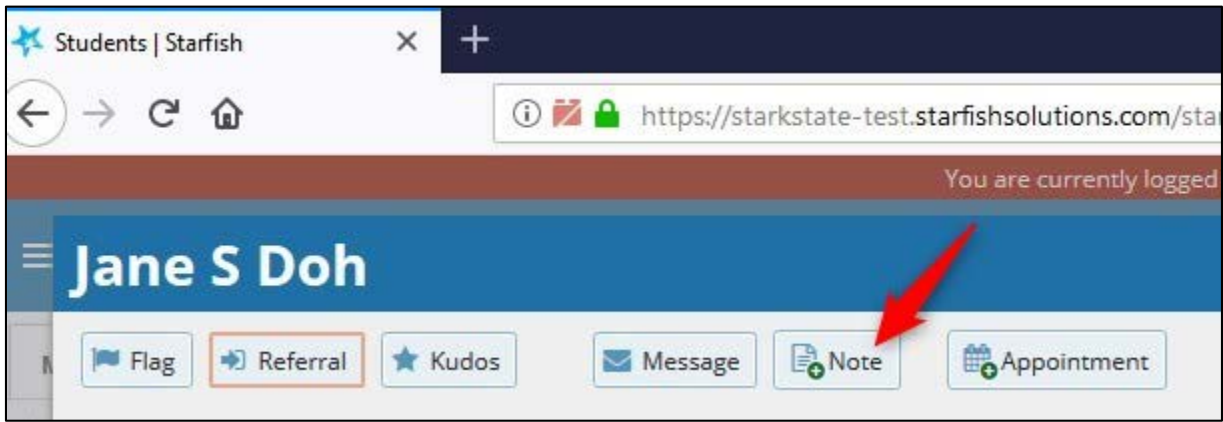
5. Click on the student name.



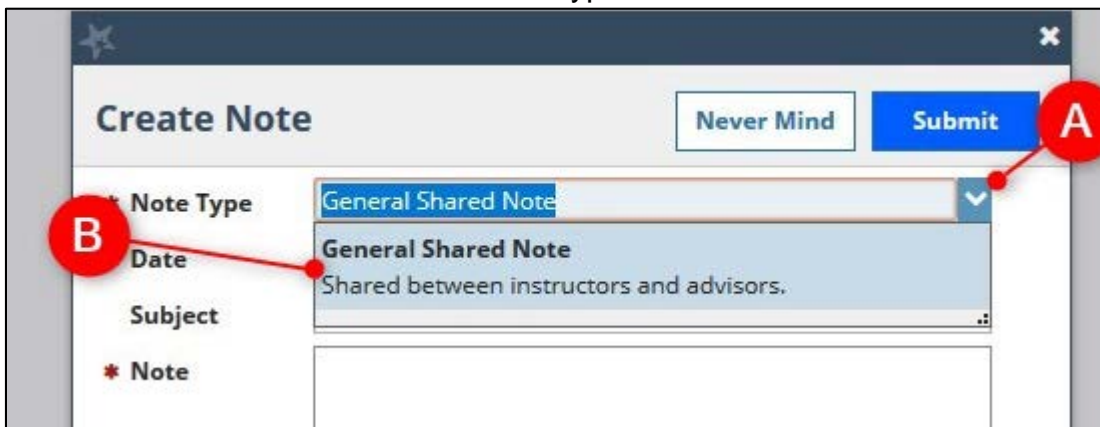
6. The student profile will display.



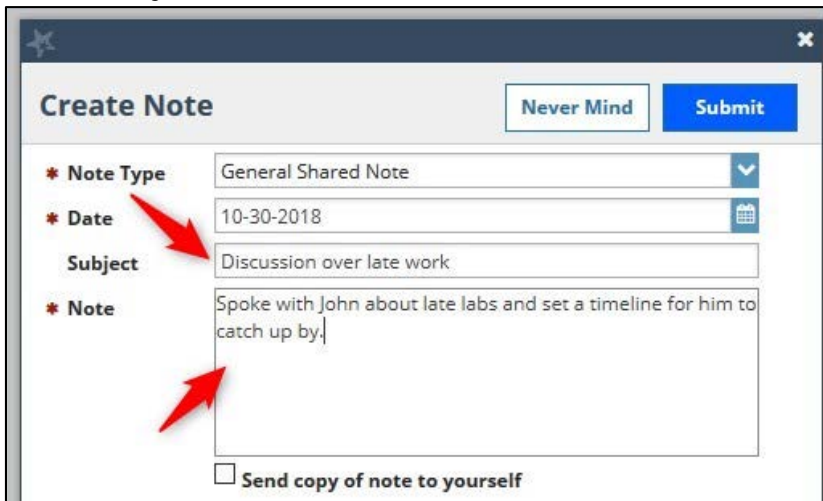
7. Click on **Note**.



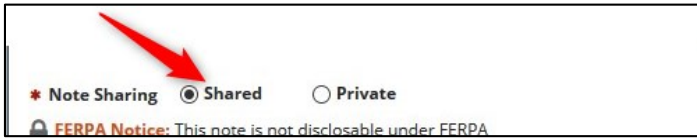
8. Click on the down arrow and select the type of note.



9. Add a **subject** and **comments** in the note area.



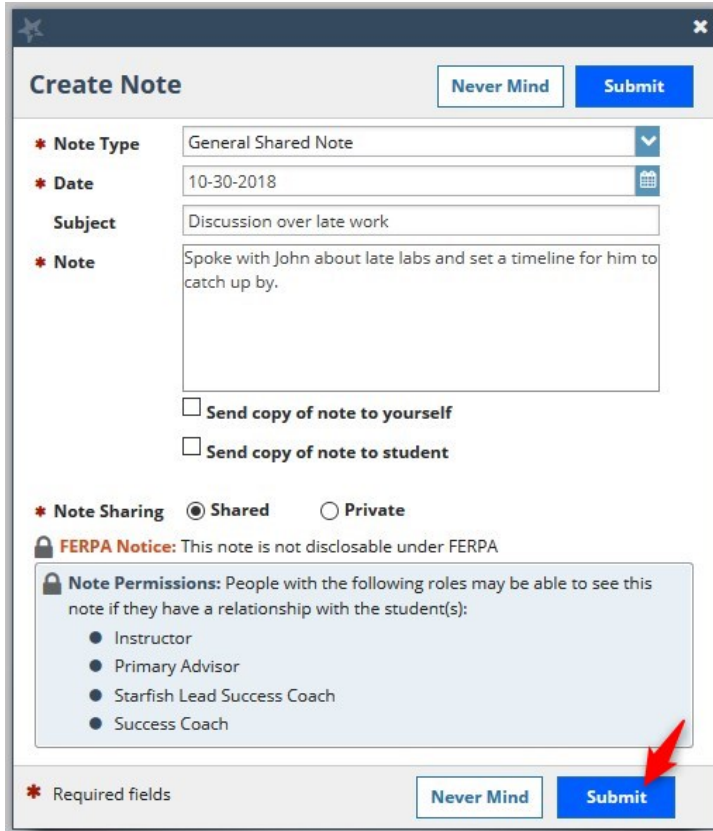
10. Set if you want the note shared or private.



\* Note Sharing  Shared  Private

**FERPA Notice:** This note is not disclosable under FERPA

11. Click on **Submit**.



Create Note Never Mind Submit

\* Note Type: General Shared Note

\* Date: 10-30-2018

Subject: Discussion over late work

\* Note: Spoke with John about late labs and set a timeline for him to catch up by.

Send copy of note to yourself

Send copy of note to student

\* Note Sharing  Shared  Private

**FERPA Notice:** This note is not disclosable under FERPA

**Note Permissions:** People with the following roles may be able to see this note if they have a relationship with the student(s):

- Instructor
- Primary Advisor
- Starfish Lead Success Coach
- Success Coach

\* Required fields Never Mind Submit

12. You will know the note has been created when you see the message below.

