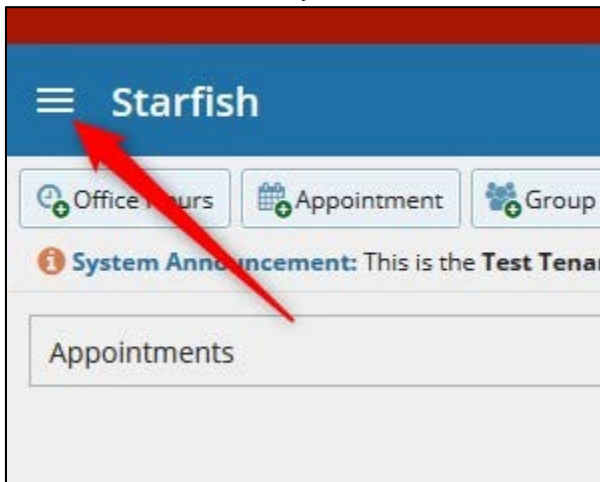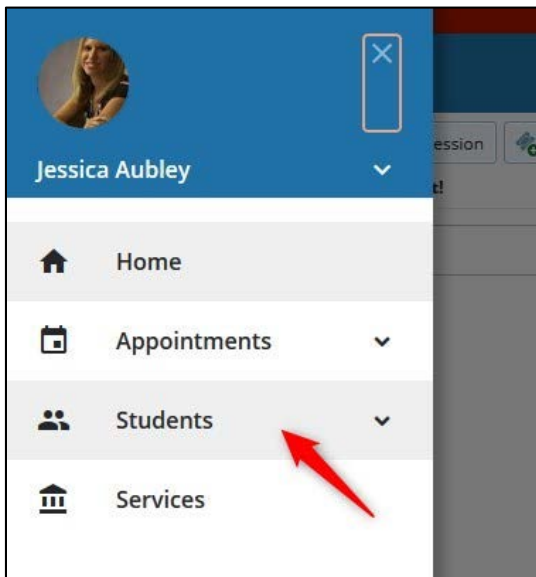# Starfish – How to Create a Note

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.
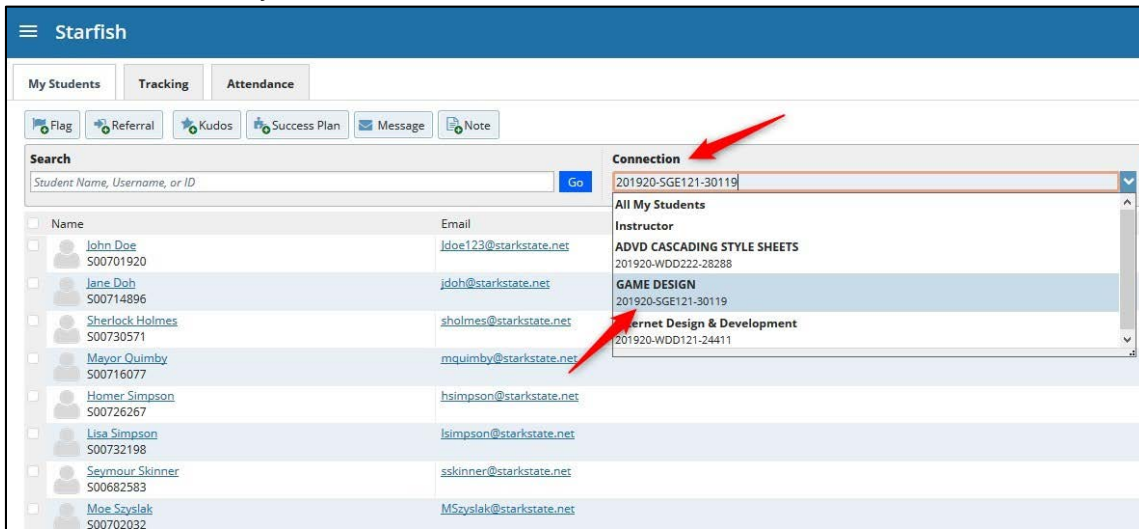
Directions:

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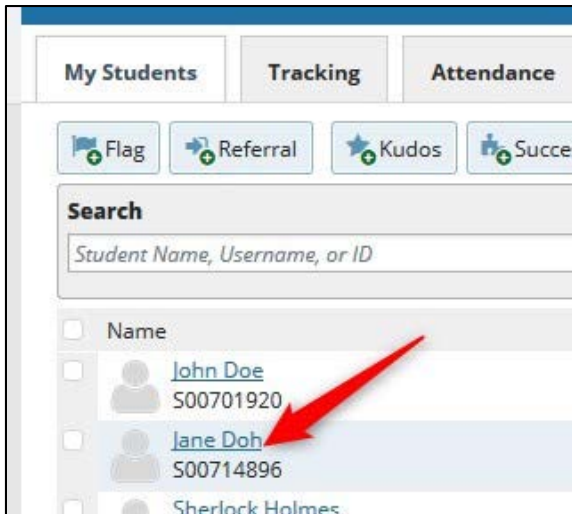2. Click on the **3 bars** by the Starfish title.
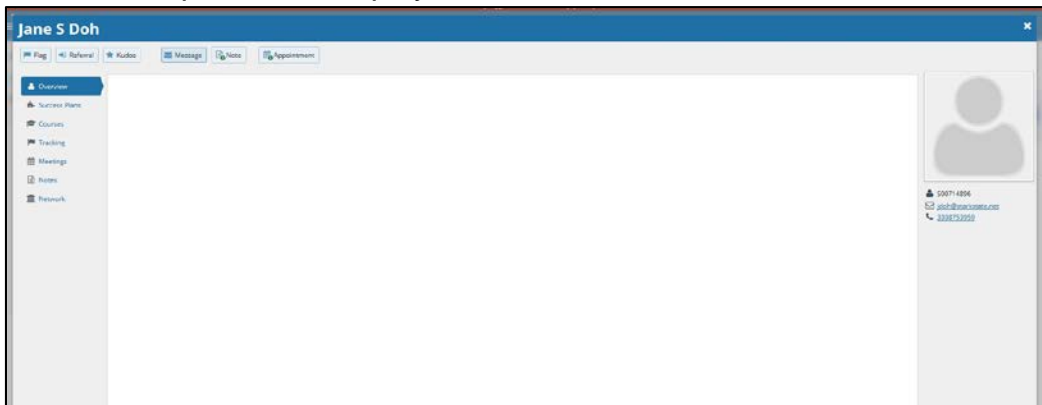

3. Click on **Students**

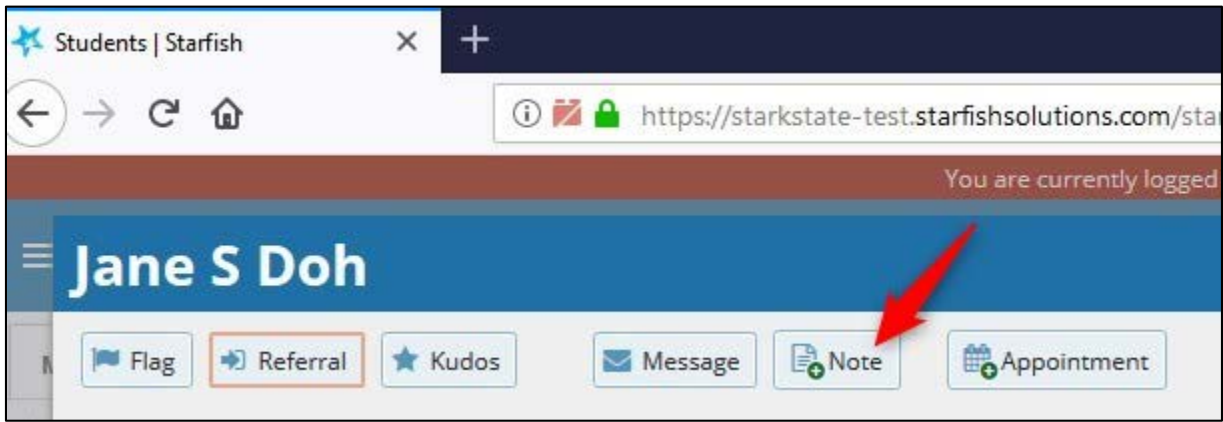**4.** Select the course your student is in under **Connection**.

5. Click on the student name.
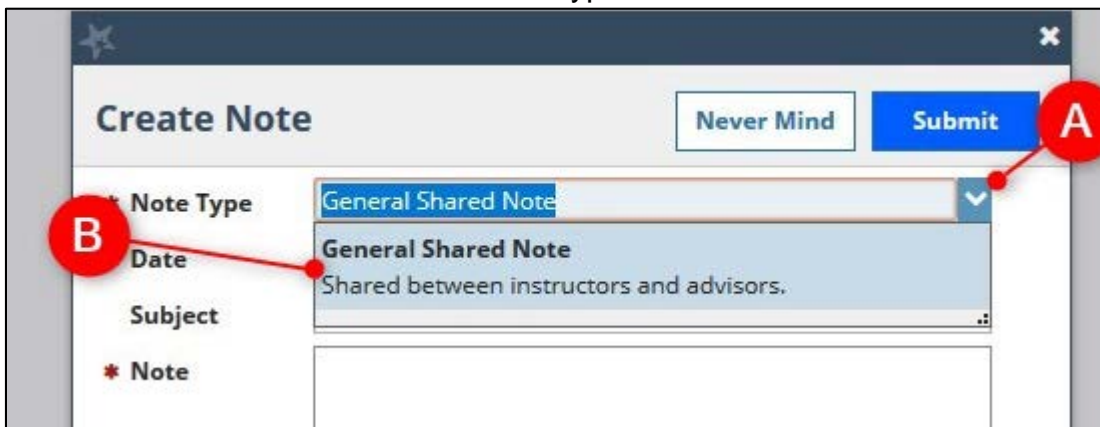

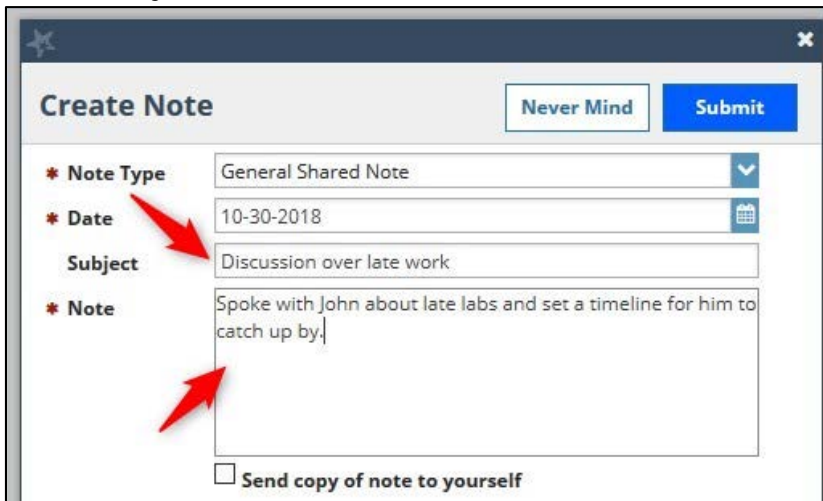**6.** The student profile will display.

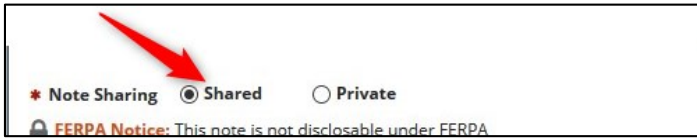**7.** Click on **Note**.

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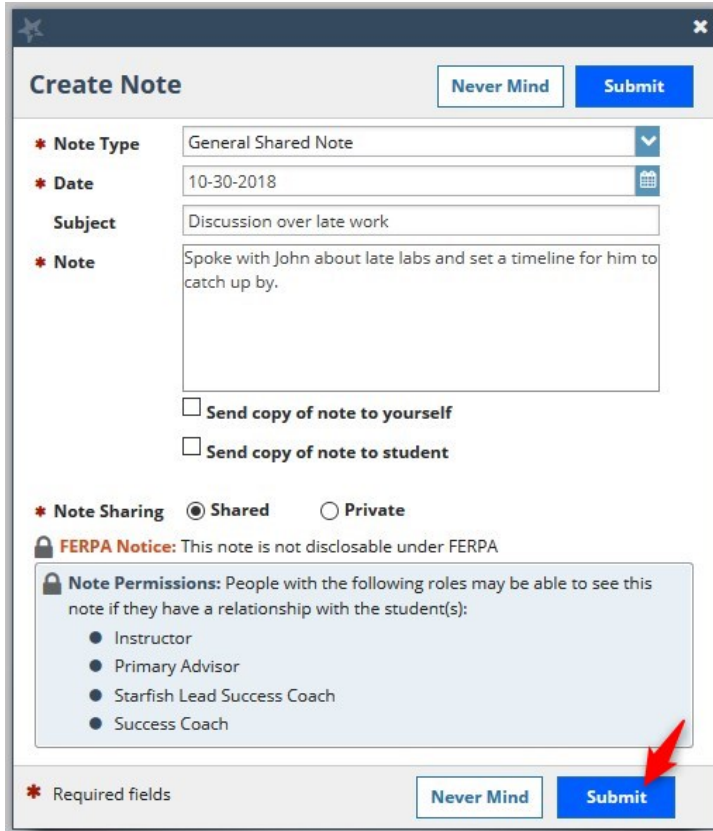

9. Add a **subject** and **comments** in the note area.

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

11. Click on **Submit**.

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