

Navigate360: Viewing/Editing a Student Notes/Summaries

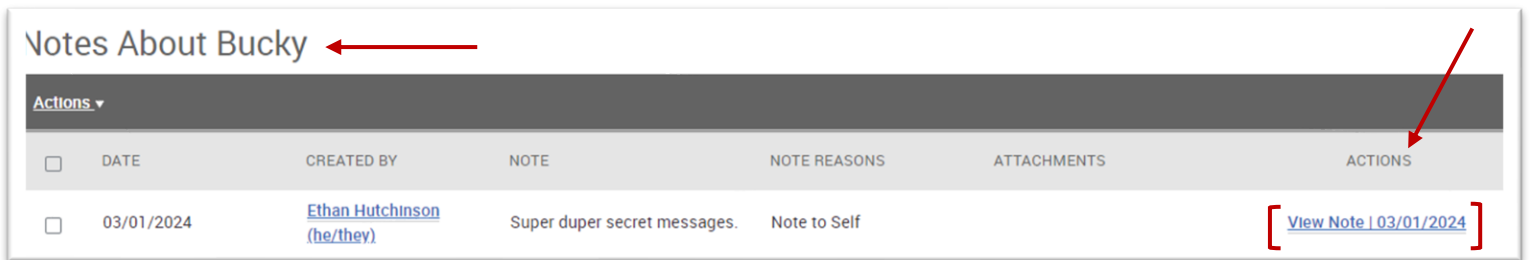
The Reports/Notes and History tabs of a student profile provide staff and faculty with a view of all recorded activity for a student

1. Open the student profile page

- Open a student profile by typing the student name or E Number into the top [Quick Search](#) bar. Select the appropriate student by clicking their name from the list which drops down from the [Quick Search](#) bar.

2. Review notes and summaries

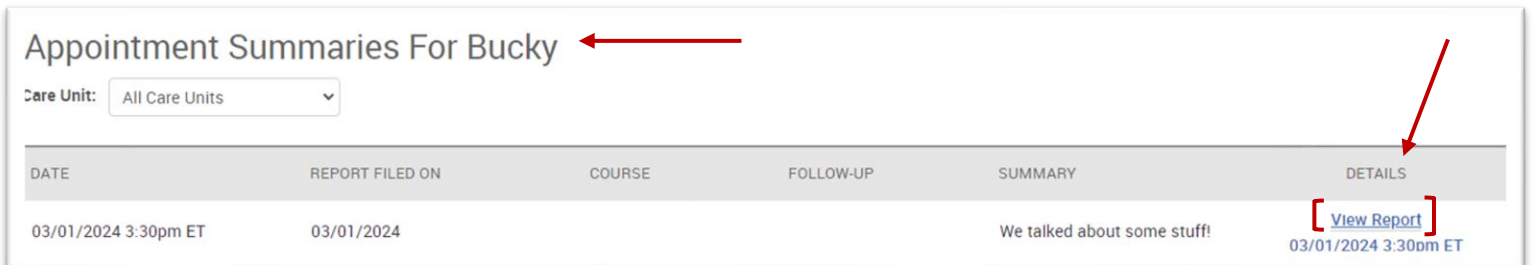
- On the student profile page that loads, click the [Reports/Notes](#) tab under the student's name.
- Scroll to [Notes About Student](#), [Notification or Referrals for Student](#), or [Appointment Summaries for Student](#).
 - In the [Notes About](#) box, under the [Actions](#) column to the right, click [View Note](#).



Notes About Bucky

Actions	DATE	CREATED BY	NOTE	NOTE REASONS	ATTACHMENTS	ACTIONS
<input type="checkbox"/>	03/01/2024	Ethan Hutchinson (he/they)	Super duper secret messages.	Note to Self		View Note 03/01/2024

- In the [Appointment Summaries For](#) box under the [Details](#) column to the right, click [View Report](#).
- A pop-up window will appear with the details of the [Note](#) or [Appointment Summary](#).



Appointment Summaries For Bucky

Care Unit:

DATE	REPORT FILED ON	COURSE	FOLLOW-UP	SUMMARY	DETAILS
03/01/2024 3:30pm ET	03/01/2024			We talked about some stuff!	View Report 03/01/2024 3:30pm ET

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3. Edit Notes or Summaries

- To edit a *Note*, click the checkbox to the left of the *Note* or to be edited. Next click *Actions* in the top left corner of the *Notes About* box. Select *Edit Note* from the drop-down menu.
- To edit an Appointment Summary, under the *Details* column to the right, click *View Report*. Then scroll to the bottom of the *Appointment Report for Student* window that opens and click *Edit Report*.

