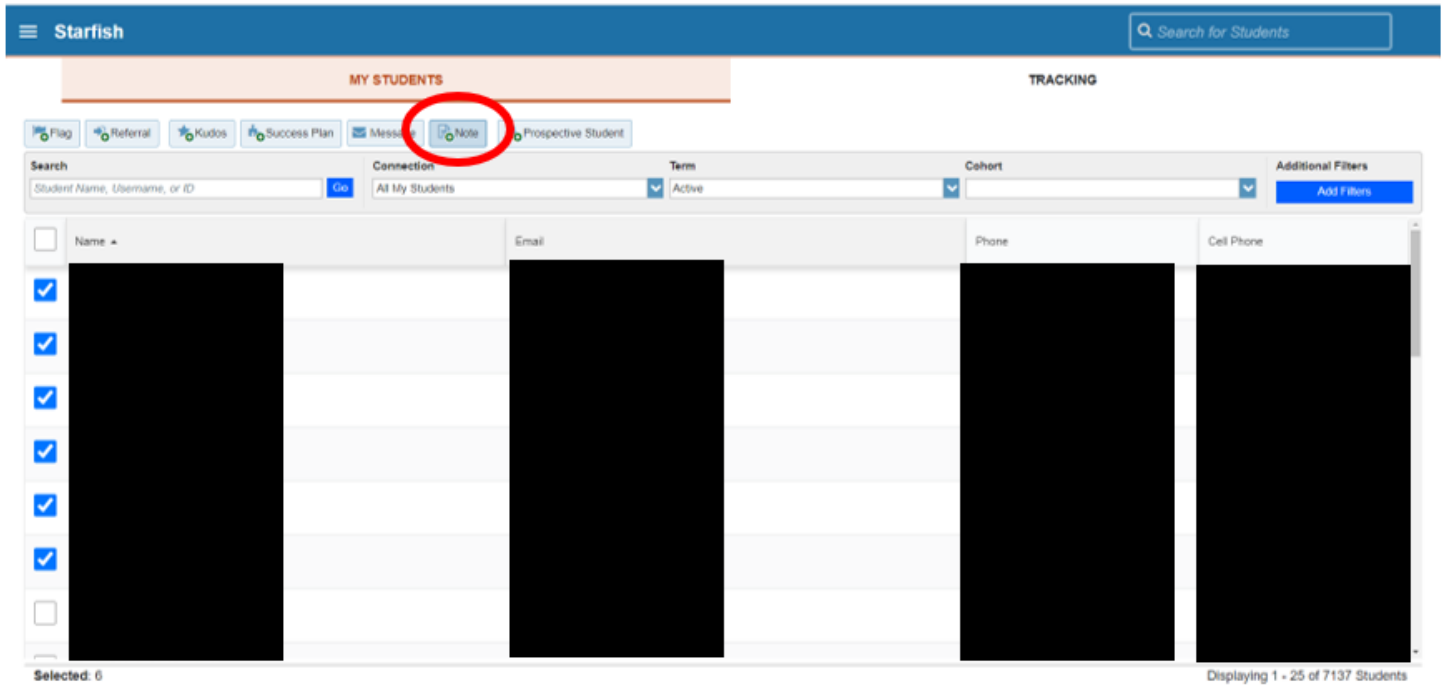


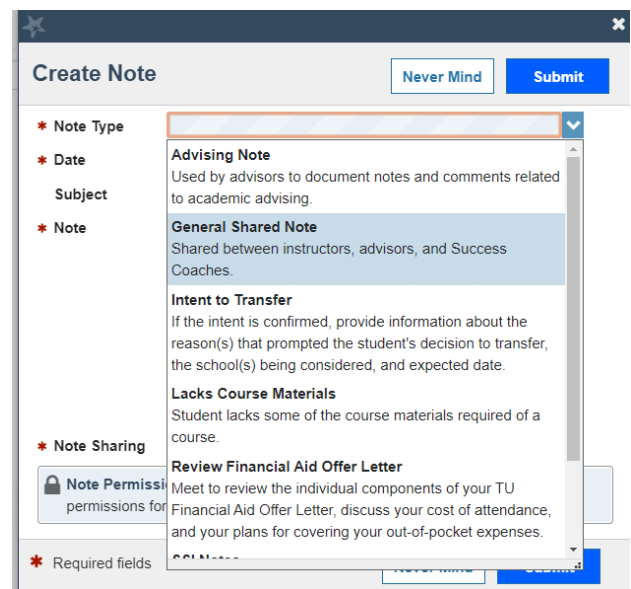
# Adding Notes in Starfish

Starfish allows you to quickly and easily communicate with students via **Notes**. Notes are shared and viewable in the student folder by others. (A list of those that can see the shared notes is provided at the bottom of the notes screen.) In addition to the note being visible in the student folder by others you can send a copy of the note to yourself and the student via email.

1. To document a Note, select the student(s) with which you wish to communicate and click the **Note** button.



2. Choose your preferred Note Type from the drop-down menu. General Shared Note is the most universally shared.
  - a. Notes do not act like flags or referrals and will not send notifications to staff. **Do not use Notes to document a concern** that needs to be addressed.



3. Complete the text in the **Create Note** box.
  - a. If you choose to share the note with the student, you may want to draft the note like an email.
  - b. Choosing to “Share with Student” will create an email from your TU email address directly to the selected student(s) TU email account(s). Email signatures do not sync so keep that in mind when sending notes as emails.
  - c. A list of those that can see the shared notes is provided at the bottom of the notes screen
4. Click **Submit** when you are ready to document the note.

