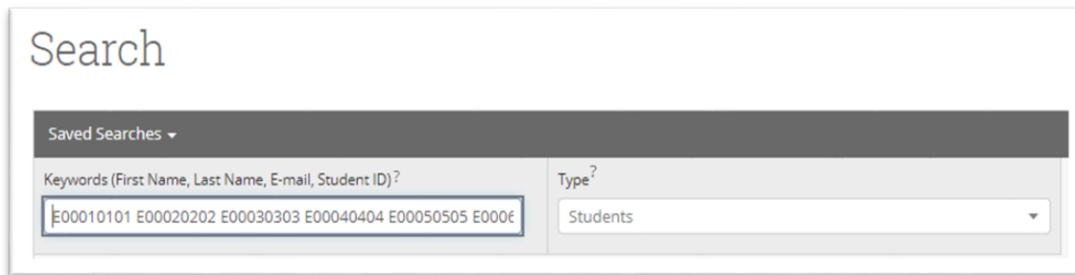# Navigate - Adding a Note to More than One Student

Seamlessly add a note to more than one student at the same time.

1. To run a report of students:
   o Click on the *Advanced Search* 🔍 icon from the left navigation.
   o Type or paste the student E Number(s) into the *Keywords (First Name, Last Name, E-mail, Student ID)* box under *New Search*. Click *Search*.
   NOTE: More than one E Number may be included in one search. E Numbers must be separated by a space. E Numbers can be copied and pasted from a list in an Excel spreadsheet.

2. To add a Note to the list of students:
   o Click the box next to *Name* to select all of the students in the list.
   o Click *Actions* and select *Note* from the drop-down menu.
   o When the *Add a Note to Multiple Users* box appears, type the note into the text box.
   o Click Choose File to attach a file if desired.
   NOTE: Do not add a file with any personal identifying student or student contact information. This file will be added to the note for all students. As an example, if attaching an email which was sent to the list of students bcc, do not include an email which reveals student email addresses.
   o Scroll to the bottom of the *Add a Note to Multiple Users* box to enter a *Note Reason*.
   NOTE: This is not a required step. The *Note Reason* must pre-exist in the system. If an appropriate *Note Reason* does not exist, complete the Configuration Request form.

   o To make the Note visible to the student(s), click the box under *Visibility*.
   NOTE: The student will not be able to see other students when viewing the Note. To the student, the Note will look like it was only applied to them.
   o Click *Save Note*.

Assigned Students

List Type: Assigned Students ▼   **Term:**

Relationship Type: All Relationship Types ▼

Actions ▼
100 items on this page a
☑ NAME ⬍ ID ⬍ STUDENT LIST ⬍

Staff Home ▼

Students | Appointments | My Availability | Appointment Queues | Appointment Requests

Assigned Students

List Type: Assigned Students ▼   **Term:** Fall

Relationship Type: All Relationship Types ▼

Actions ▲		ULATIVE GPA ⬍ PREDICTED SUPPORT LEVEL ⬍ CATEGORY ⬍
Send a Message to Student		
Create Ad hoc Appointment Summary		No matching records found
Appointment Campaign		
Schedule Appointment		
Tag		
Note		0 total results
Issue Notification or Referral		
Add to Student List		