Navigate - Viewing/Editing a Student Notes/Summaries

View and edit notes and summary notes on student profiles.

1. Open the student profile page
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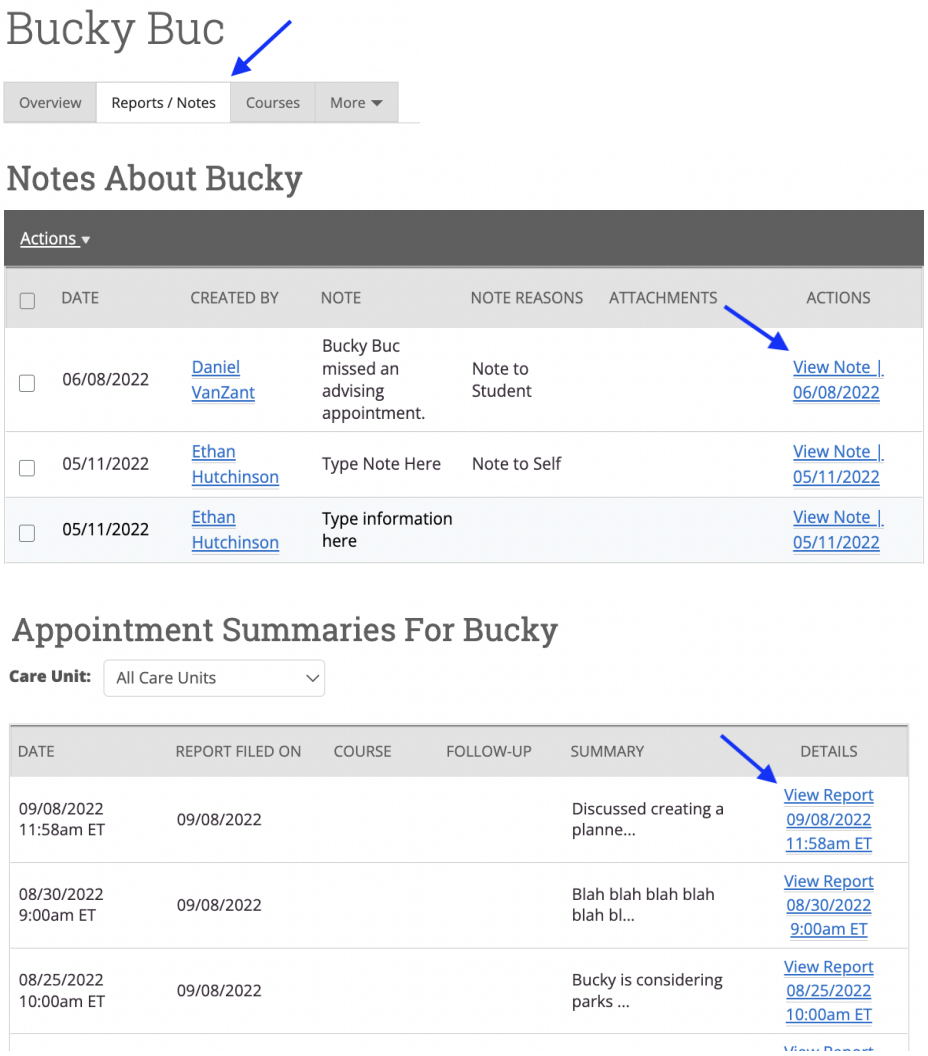
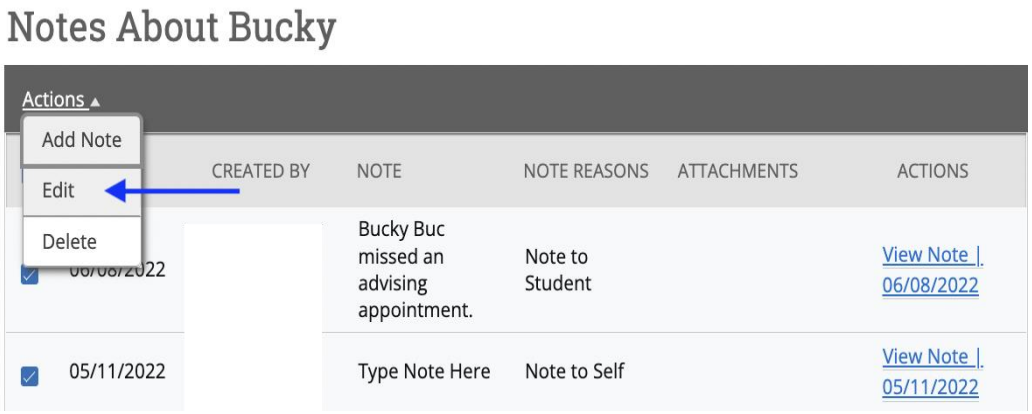
   - Open a student profile by typing the student name or E Number into the top *Quick Search* bar. Select the appropriate student by clicking their name from the list which drops down from the *Quick Search* bar.

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*, *Alerts for Student*, or *Appointment Summaries for Student*.
     - In the *Notes About* box under the *Actions* column to the right, click *View Note*.
     - In the *Appointment Summaries For* box under the *Details* column to the right, click *View Details*.
   - A pop-up window will appear with the details of the *Note* or *Appointment Summary*.



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.
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   - To edit an Appointment Summary, under the *Details* column to the right, click *View Details*. Then scroll to the bottom of the *Appointment Report for Student* window that opens and click *Edit Report*.