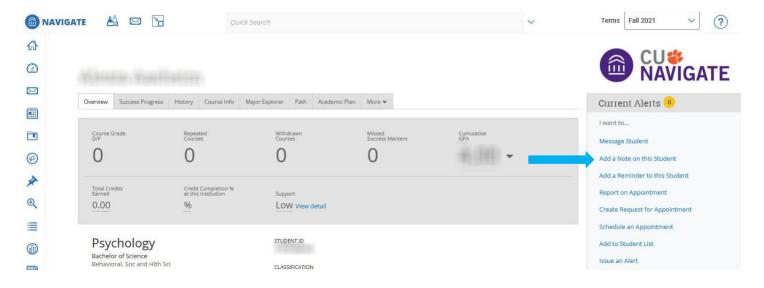
CU Navigate Training | Advisor Role Adding Notes to Students

*Notes are appropriate for documentation not related to appointments (ex: substitutions, wanting to document email communications, forms).

To add a note on a student, go to the student's profile and click **Add a Note on this**Student



Type the note and add any attachments. Do not click the boxes under visibility. Click **Save Note.**

