

CU Navigate Training | Instructor Role

Adding Notes to Students Enrolled in Your Courses

The **Home page** will show all current courses and students enrolled in those courses

Professor Home

Class Listing

CLASS NAME	TIME	ROOM
(ENGL-1030) Composition and Rhetoric	MWF 8:00am - 8:50am ET	ONLINE-COURSE
(ENGL-1030) Composition and Rhetoric	MWF 9:05am - 9:55am ET	ONLINE-COURSE
(ENGL-1030) Composition and Rhetoric	MWF 10:10am - 11:00am ET	ONLINE-COURSE
(ENGL-1030) Composition and Rhetoric	MWF 11:15am - 12:05pm ET	ONLINE-COURSE

Students In My Classes

INDEX	STUDENT NAME	COURSE(S)
<input type="checkbox"/> 1	[REDACTED]	ENGL-1030-014
<input type="checkbox"/> 2	[REDACTED]	ENGL-1030-010
<input type="checkbox"/> 3	[REDACTED]	ENGL-1030-010

Find the student to add the note to, click the **box** next to the student, click **Actions**, and click **Note**

Students In My Classes

Actions

- Send Message
- Note

INDEX	STUDENT NAME	COURSE(S)
<input checked="" type="checkbox"/> 1	[REDACTED]	ENGL-1030-014

Complete the note and click **Save Note** (do not click the boxes next to the names).

ADD A NOTE TO [REDACTED]

Note (Required)

Note Subject

Freshman
General Engineering

Relations

Note Reason

Note URL

Visibility

Attach File

Browse... No file selected.

Cancel Save Note

Having technical difficulties? Email CUNavHelp@clemsn.edu.