

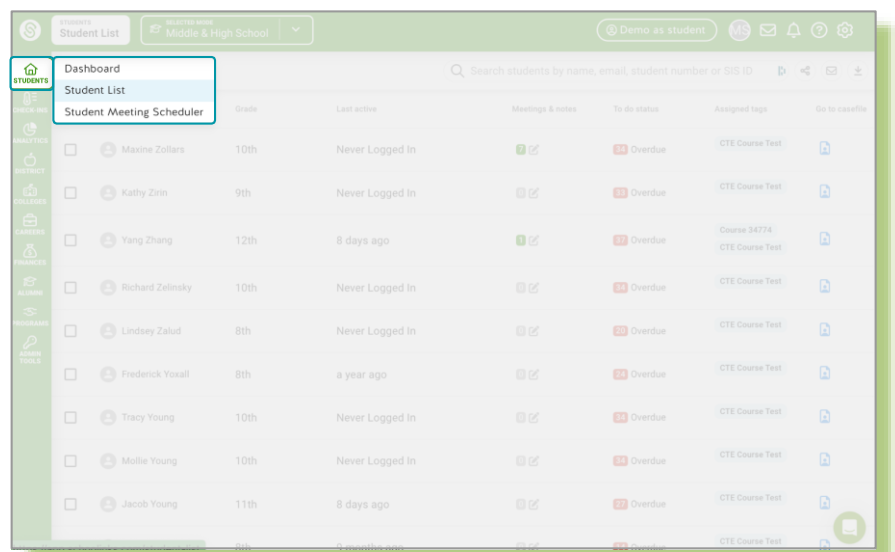
How to Add Notes in a Student's Casefile

The notes feature allows you to keep track of notes on students, along with all the other information SchoolLinks gathers on them. Only roles who have access to the student casefile can see the notes you take. The students themselves will not be able to see any notes you take.

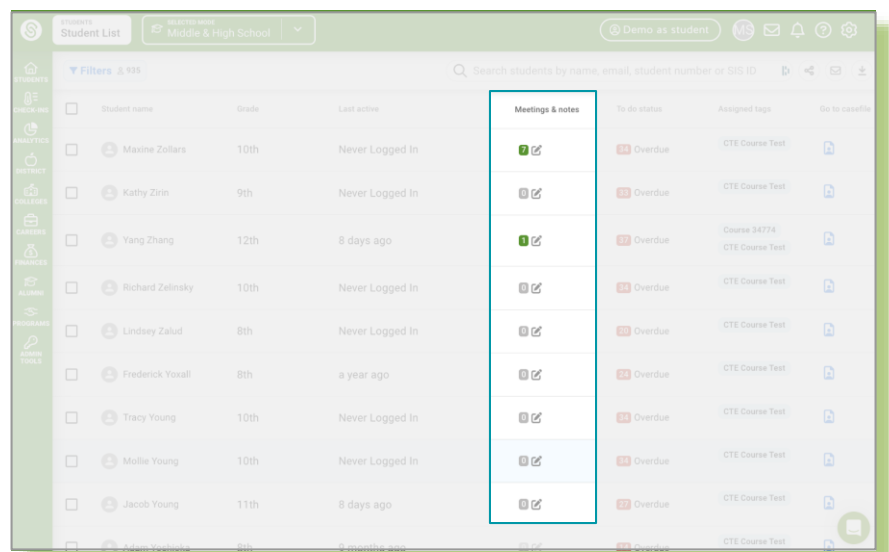
There are two ways to add a note to a student's casefile:

- From the student list
- From the Meetings & Notes section in a student's Casefile

From the side navigation, select **Students**, then **Student List**




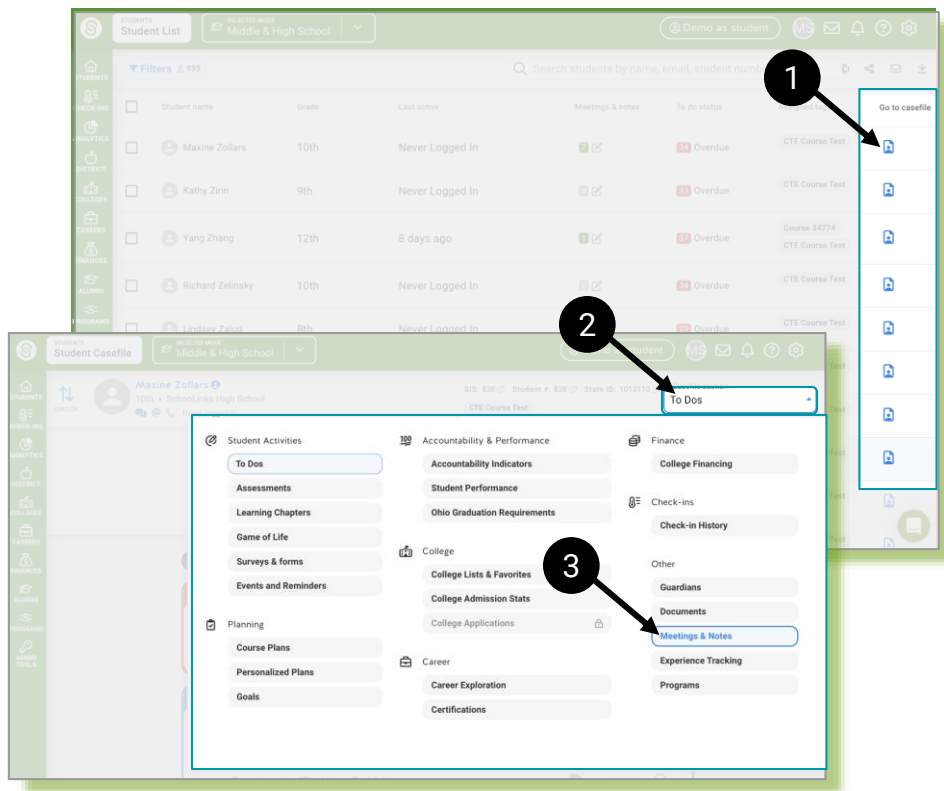
To add notes from the student list, click on the **edit note icon** under the meetings & notes column.



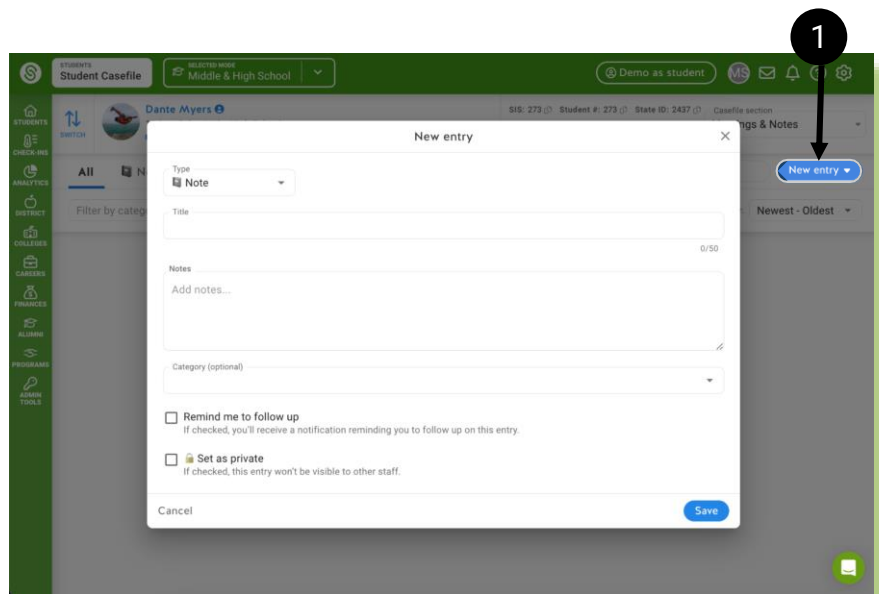
How to Add Notes in a Student's Casefile

To add notes from the student casefile:

1. Open the students case file by clicking on the blue casefile icon 
1. Click on Casefile Section on the top right corner
1. Select Meetings & Notes



1. Once in the Meeting & Notes section, select Add Entry
1. Choose between Meeting Log or Note
1. Add a title, your note, a category (optional) and save.



Note: You can make a note or meeting log private. No other staff member will be able to see private notes added to a student casefile.