

GENESIS GRADEBOOK – Student Notes

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I. Introduction to Student Notes in Genesis Gradebook

What are Student Note? Student Notes are your private log of comments and notations about a single student. Notes are organized by date.

There is no limit on the number of Notes you can keep on a student. These Notes are private to you and cannot be shared with parents.

II. Student Notes Screen

Gradebook→Gradebook→Student Summary→Notes

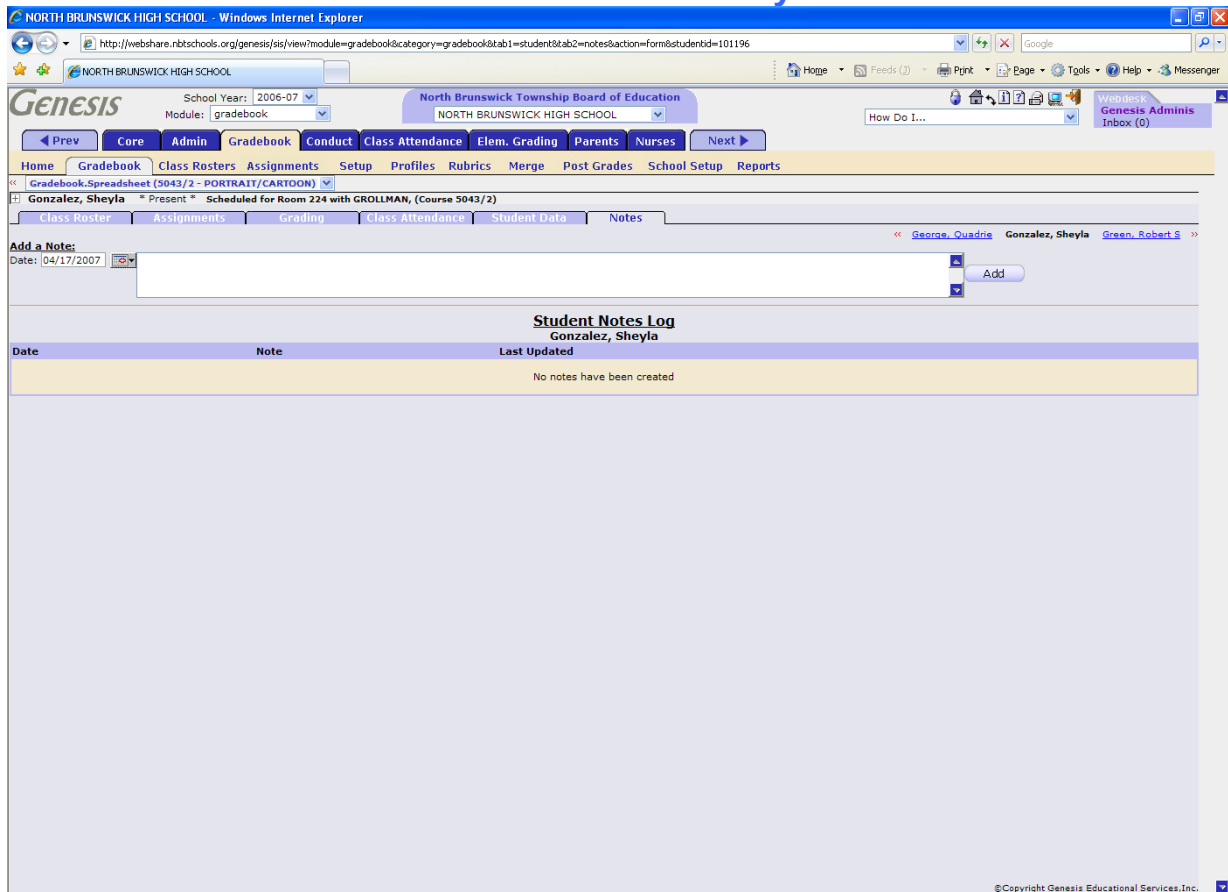


Figure 1 – The [Gradebook→Gradebook→Student Summary→Notes](#) screen with no notes listed

Student Notes Screen

All notes that are private to a teacher are kept on the [Gradebook→Gradebook→Student Summary→Notes](#) screen. Notes can be added, updated and removed.

To access this screen, do the following:

1. Navigate to the [Gradebook→Gradebook](#) screen for your course section.
2. Locate the name of the student whom you wish to annotate.
3. Click the student's name. This brings up the [Gradebook→Gradebook→Student Summary→Assignments](#) screen.
4. Click on the **Notes** 4th level tab.

A. Adding a Note to a Student

Procedure to add a Note:

1. On the [Gradebook](#)→[Gradebook](#) spreadsheet screen, click on a student's name to get to their [Gradebook](#)→[Gradebook](#)→[Student Summary](#)→[Assignments](#) screen.
2. Click on the 4th level "Notes" tab to get to the Notes screen for the selected student.
3. To add a Note:
 - a. Select the create date for the Note
 - b. Enter Note text
 - c. Click the **Add** button to add the Note.

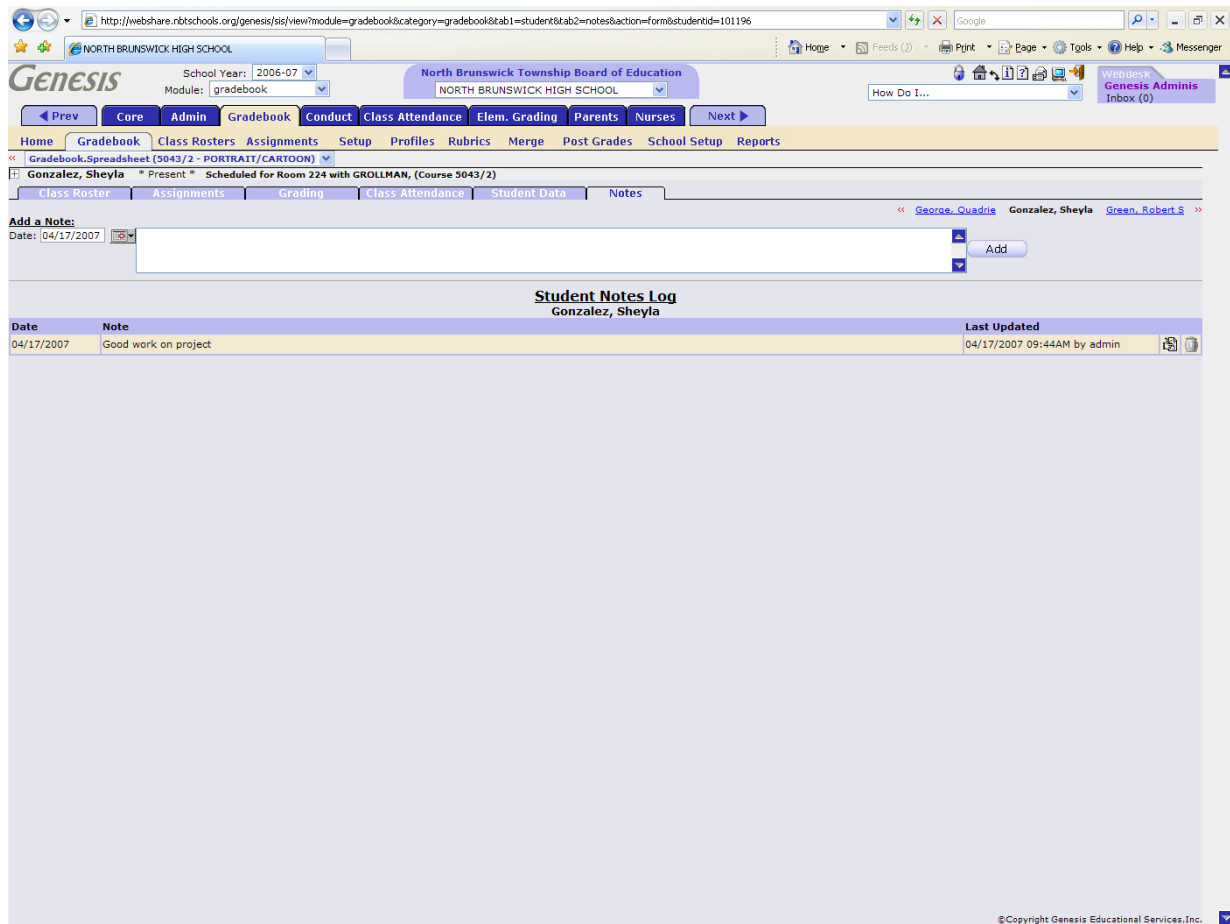


Figure 2 – The [Gradebook](#)→[Gradebook](#)→[Student Summary](#)→[Notes](#) screen once a Note has been added

B. Updating a Note

Procedure to Modify a Note:

1. On the [Gradebook](#)→[Gradebook](#) spreadsheet screen, click on a student's name to get to their [Gradebook](#)→[Gradebook](#)→[Student Summary](#)→[Assignments](#) screen.
2. Click on the 4th level "Notes" tab to get to the Notes screen for the selected student.
3. To Modify a Note:
 - a. Select an existing note to update
 - b. Click on the "[Modify](#)" icon button corresponding to that Note. This will bring up the existing text of the Note in a text box.
 - c. Change the text of the Note as necessary.
 - d. Click the [Save](#) button to modify the Note. The "Last Updated" field for the Note will also be updated to reflect the date, time and user information for this most recent change.

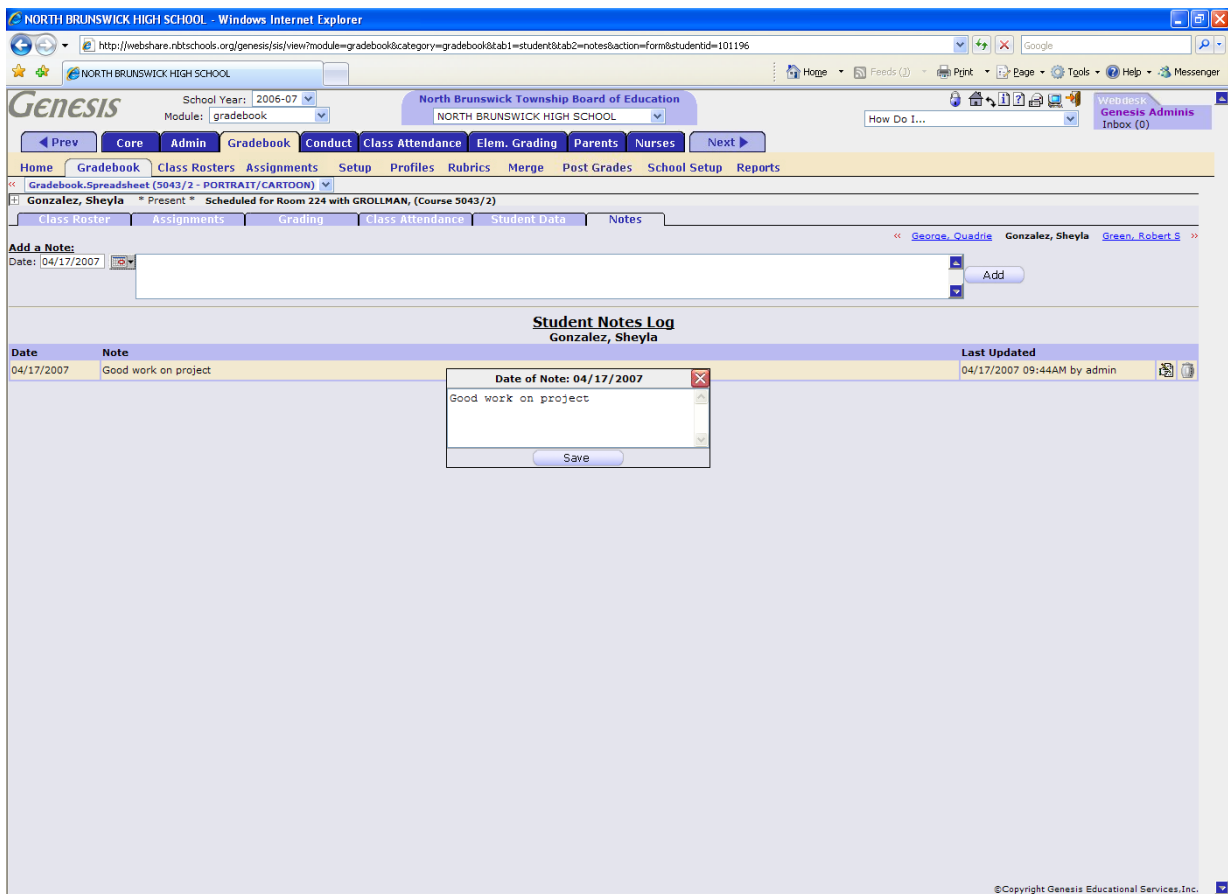


Figure 3 – The [Gradebook](#)→[Gradebook](#)→[Student Summary](#)→[Notes](#) screen with the "Modify Note" popup showing

c. Deleting a Note

Procedure to Delete a Note:

1. On the [Gradebook](#)→[Gradebook](#) spreadsheet screen, click on a student's name to get to their [Gradebook](#)→[Gradebook](#)→[Student Summary](#)→[Assignments](#) screen.
2. Click on the 4th level "Notes" tab to get to the Notes screen for the selected student.
3. To Delete a Note:
 - a. Select an existing note to delete
 - b. Click on the "[Delete](#)" trashcan icon button corresponding to the Note you wish to delete. This will delete the Note. You will not be prompted with a verification dialog.

There is no "UNDO" operation – once you remove a Note you cannot get it back.