

Adding a Note in Navigate

- 1) You can find Navigate through your Wingspan login





Home Personal Information Faculty Services Administrative Tasks

Home Tab

Wingspan Links	Channels
Account Summary & Payments Advising Menu Faculty Class Lookup	Announcements Dining at Winthrop Faculty Services
Employee Tools	Summer Course Schedule now Available
BDMS Application Compensation Statement CourseDog (Course/Event Scheduling) Degree Works Employee Assistance Program (EAP) Faculty180 and Interfolio Life/Graduation Honors GPA Mandatory Online HR Training Navigate Faculty/Staff Online I9 inquiry system Organization, General Web and Email Request System PAF System Parking Permit Application PeopleAdmin (ATS/PosnMgmt) Performance Management Photo ID Safe Colleges Training Username Change Request Workflow WU Alert Registration	Interim Grades Now Available Fall and Summer Course Offerings and Request Course Withdrawal Deadline--March 19th S/U Deadline--March 19th (Undergraduate) View All

- 2) Search for the student by name or you can search through your assigned students.

WINTHROP UNIVERSITY

NAVIGATE    

- 3) On the right side under options you can select "Add a Note on this Student"

Options

I want to...

- [Message Student](#)
- [Add a Note on this Student](#)
- [Add a To-Do to this Student](#)
- [Report on Appointment](#)
- [Create Request for Appointment](#)
- [Schedule an Appointment](#)

- 4) If you want the student to be able to see the note you will need to click the box next to the student's name so they have access to the note. Otherwise the default status is for the faculty/staff who support this student to have access to the note. Make sure to "Save Note."

Note (Required)

B *I* | Paragraph |

Note Subject

Relations

Note Reason

Note URL

Visibility

Joanna Harris Only?

Aniya

Attach File

No file chosen

Cancel

- 5) If a note is posted to the student's account it will look like a "Staff Alert" on the right side of the student's page.

