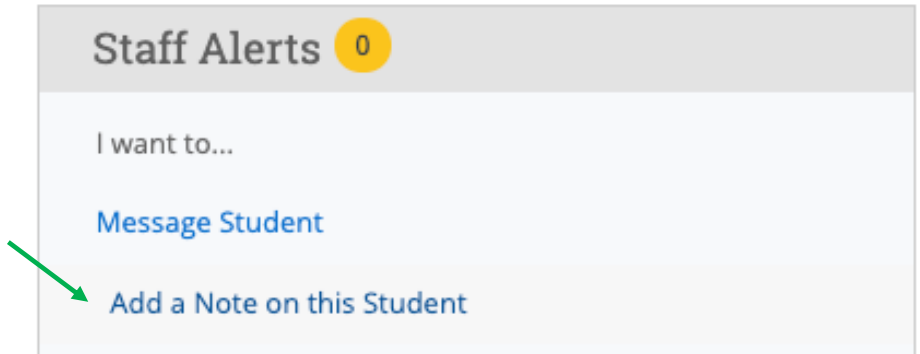


Making an EBA Note

Step One: Once you have logged into Navigate on the staff side, pull up the student's profile by using the magnifying glass in top right-hand corner (shown on the right with red arrow). You can search by student ID number and/or student name.



Step Two: On the student's profile homepage (or Overview tab on the top), click on *Add a Note on this Student* in the box on the right-hand side (shown on the right with green arrow).



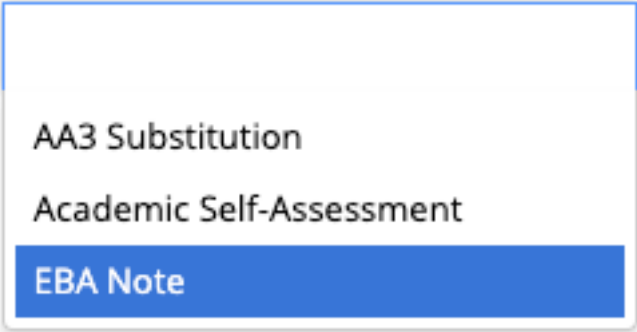
Step Three: A window will pop up, and then you can type up a brief summary of the appointment. If you would like the student to be able to view the note on their side of Navigate, make sure to select the correct checkbox under the Visibility option.

A screenshot of a modal window titled "ADD A NOTE TO" with a close button (X) in the top right corner. The window is divided into two main sections. The left section is for the note content, starting with "Note (Required)" and a rich text editor toolbar with icons for bold (B), italic (I), bulleted list, numbered list, link, paragraph, and undo/redo. Below the toolbar is a large text area. At the bottom left of this section are "Attach File" and "Choose File" buttons, with the text "No file chosen" next to them. The right section contains form fields: "Note Subject" with a user profile icon and the text "Sophomore Business Administration"; "Relations" with "Note Reason" and "Note URL" input fields; and "Visibility" with two checkboxes: "Only?" and "?". At the bottom right of the window are "Cancel" and "Save Note" buttons.

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Step Four: Before saving the note, click on the box under *Note Reason*. And then make sure to click on the EBA Note.

Note Reason

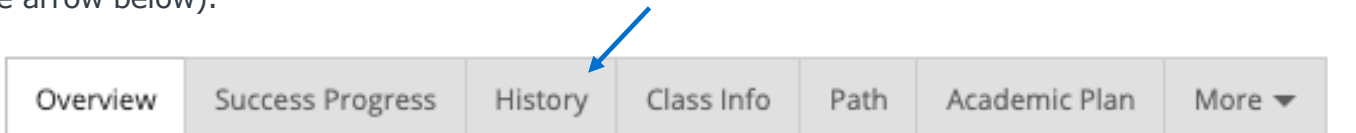


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Save Note

Step Five: Double check that the entire note is completed to your preferences, and then click on *Save Note* at the bottom of the window box.

Step Six: If you would like to view the note after the fact (or other notes for a student from other advisors), click on the History tab at the top of a student's profile (shown with blue arrow below).



Step Seven: Scroll down to the student's History of notes, and then you can click on the arrow next to any note to view the contents (shown with orange arrow below).

History ▾

