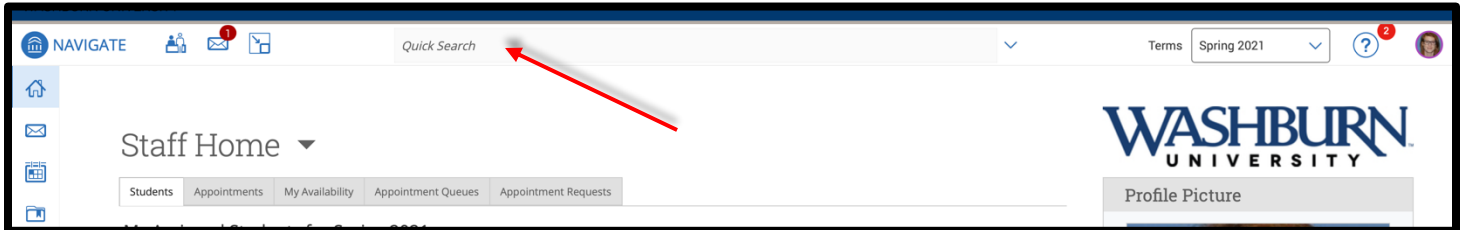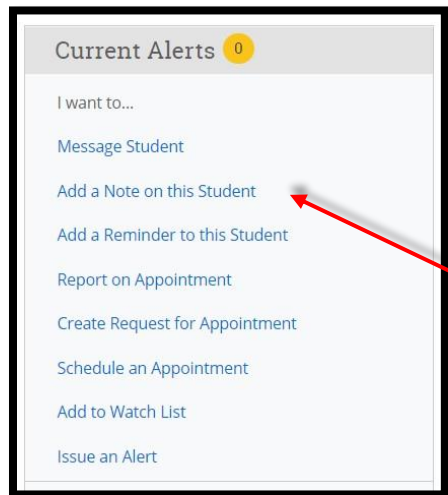# Navigate: How to Add a Note on a Student

1. Once you have logged in to Navigate use the **Quick Search** feature in the upper center to find the correct student.

2. On the student's profile page, in the **Current Alerts** box, click on **Add a Note on this Student**.

3. A note form will appear on your screen. Fill out the summary section with the appropriate information.

4. Select the appropriate **Note Reason** from the provided list. If there is not an appropriate reason listed, leave the **Note Reason** box blank. Multiple **Note Reasons** may be selected.

5. All notes added on a student can be found on the student's **History** tab.

*Last Updated 01.25.23