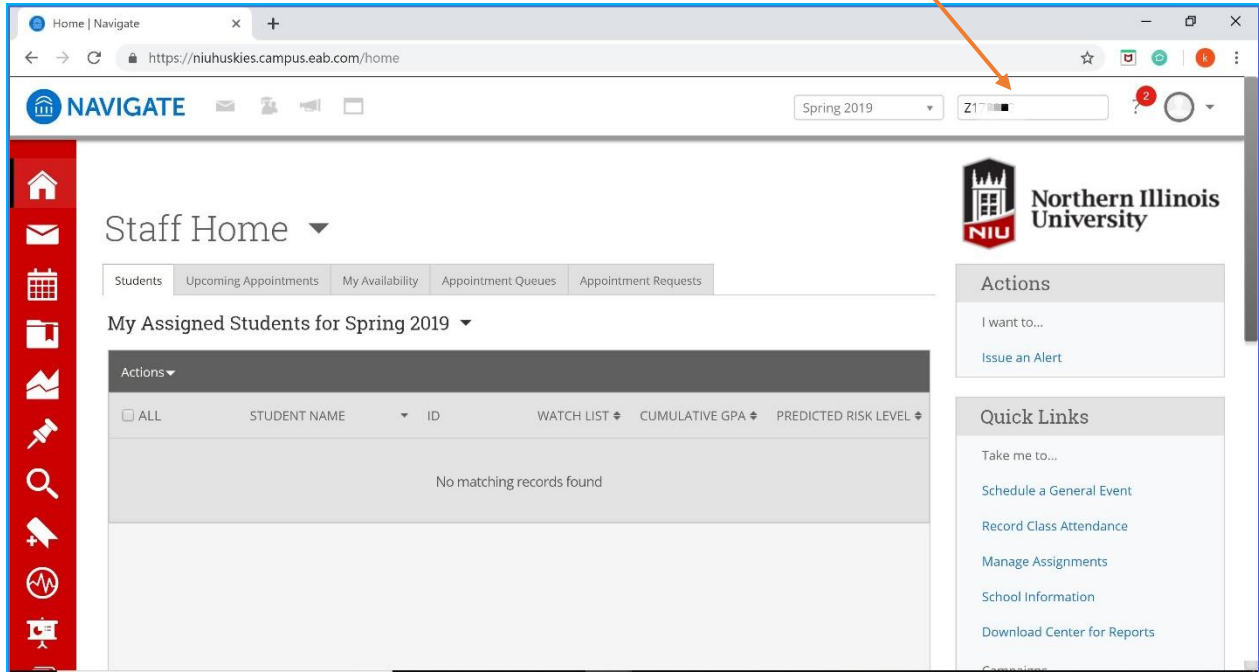




## OPEN A NOTE FROM THE STUDENT'S PROFILE

**Search bar** on the top right allows us to search any student, either by giving their First Name, Last Name or Z#ID



Once we give the input in search field and click on enter, following dashboard appears which displays the student summary.

### NOTE

To record or open a note to a student, click on *Add a Note on this Student* option from Staff Alerts

The screenshot displays the NAVIGATE student portal for Northern Illinois University. The interface includes a navigation bar with the NAVIGATE logo and a search bar. The main content area shows student details for Brian Berchtold, including course grade (0), repeated courses (1), withdrawn courses (0), missed success markers (0), and cumulative GPA (3.772). A 'Staff Alerts' dropdown menu is open on the right, with an orange arrow pointing to the 'Add a Note on this Student' option.

Following note pop up appears where the reason for **Note(required)** has to be mentioned. **Note Reason** gives the list of available options (Eg: Advising Unit) from the dropdown menu by clicking on arrow.

**Visibility** tells whether the recorded notes must be available only to the advisor, student or both by clicking on the check box besides each name and finally, click on **Save Report**

ADD A NOTE TO [redacted]

Note (Required)

**B** *I* [bulleted list icon] [numbered list icon] [link icon] Paragraph [undo icon] [redo icon]

Low Attendance/grade

P

Attach File Choose File No file chosen

**Note Subject**

[redacted]

**Relations**

Note Reason

Advising Appointment

Note URL

[text input]

**Visibility**

[redacted]

[redacted]

Printed Student Report

Cancel Save Note

Once we click on Save Note, a message will be displayed as *Saved note successfully* as shown below

Students | Details | Navigate x +

https://niuhuskies.campus.eab.com/students/102751-brian\_berchtold

NAVIGATE Spring 2019

Saved note successfully.

**Brian Berchtold**

Overview Success Progress History Class Info Major Explorer More

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
0	1	0	0	3.772

Total Credits Earned	Credit Completion % at this Institution	Predicted Risk Level
0.00	100%	<a href="#">View detail</a>

**Adult & Higher Educ - Ed.D.**  
Doctor of Education  
College of Education

STUDENT ID [redacted]  
ALTERNATE ID Z1 [redacted]

**Northern Illinois University**

Staff Alerts 1

I want to...

- Message Student
- Add a Note on this Student
- Add a Reminder to this Student
- Report on Appointment
- Create Request for Appointment
- Schedule an Appointment
- Add to Watch List
- Issue an Alert
- Edit User Settings