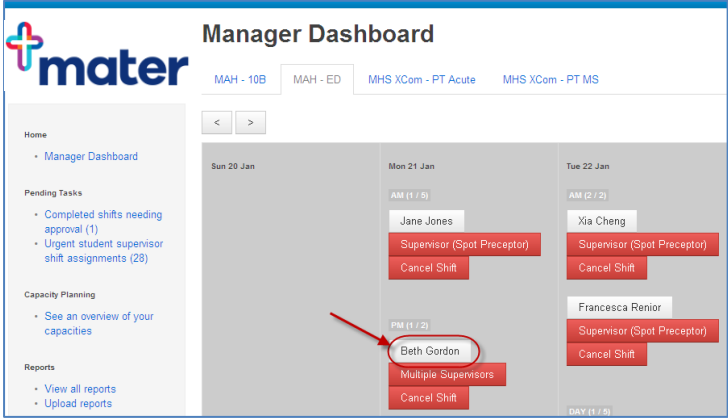
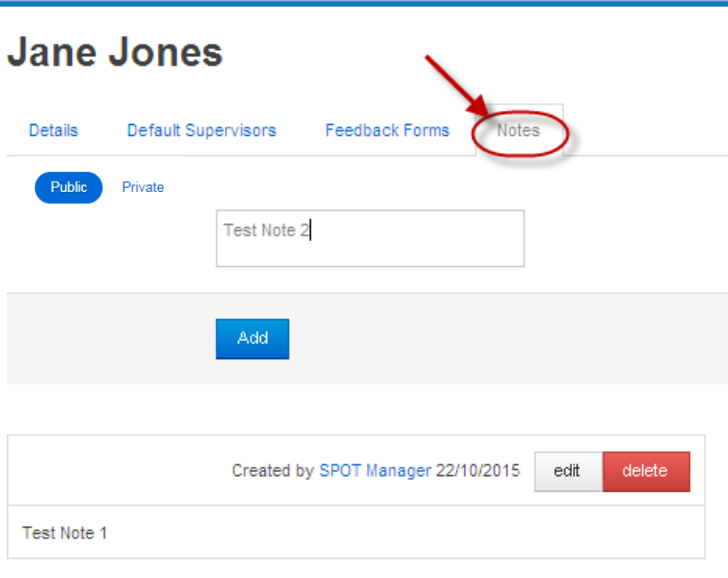


MRef-08 - Manager Reference Sheet - Adding Student Notes.

Steps	Action	What it looks like
1.	<p>In the Manager Dashboard screen, click on a student's name to navigate to their details page.</p>	 <p>The screenshot shows the 'Manager Dashboard' for 'mater'. It features a navigation menu on the left with options like 'Home', 'Pending Tasks', 'Capacity Planning', and 'Reports'. The main area displays a calendar grid for January 20th to 22nd. Under the 'Mon 21 Jan' column, there are two shifts: an AM shift (1/5) and a PM shift (1/2). The PM shift is assigned to 'Beth Gordon' and has a red circle around her name with a red arrow pointing to it. Other supervisors listed include Jane Jones, Xia Cheng, and Francesca Renior.</p>
2.	<p>Click the Notes tab.</p> <p>This displays any Public notes attached to the student's profile, including the date created and who created it.</p> <p>To create a new Note, type into the text field and click the Add button. Your note will display at the top of the list.</p> <p>Note: Any notes you write <u>will</u> be visible to the student, their supervisors and their Education Provider unless you select private.</p>	 <p>The screenshot shows the 'Jane Jones' profile page. At the top, there are tabs for 'Details', 'Default Supervisors', 'Feedback Forms', and 'Notes'. The 'Notes' tab is selected and circled in red, with a red arrow pointing to it. Below the tabs, there are radio buttons for 'Public' (selected) and 'Private'. A text input field contains 'Test Note 2'. Below the field is a blue 'Add' button. At the bottom, there is a list of notes, with the first one being 'Test Note 1', created by 'SPOT Manager' on '22/10/2015'. There are 'edit' and 'delete' buttons next to the note.</p>