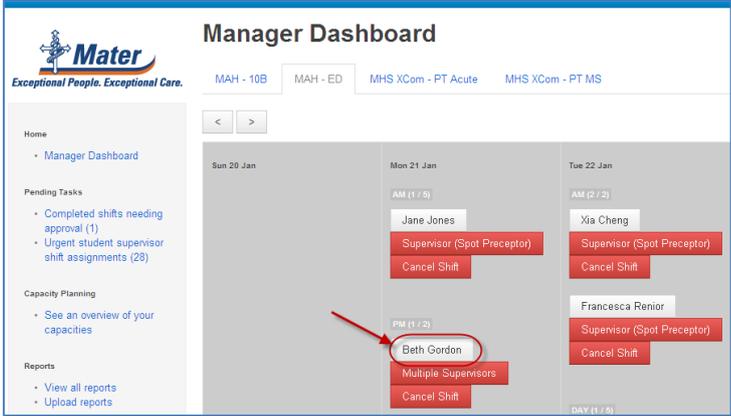
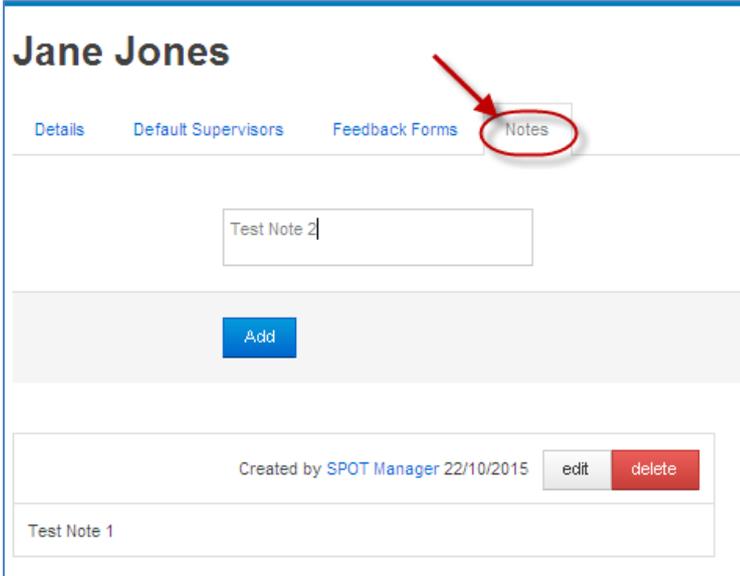


## MRef-08 - Manager Reference Sheet - Adding Student Notes.

Steps	Action	What it looks like
1.	<p>In the <b>Manager Dashboard</b> screen, click on a student's name button to navigate to their details page.</p>	 <p>The screenshot shows the 'Manager Dashboard' for 'Mater' with the tagline 'Exceptional People. Exceptional Care.'. It displays a calendar view for January 20th to 22nd. Under 'Mon 21 Jan', the AM (1 / 5) shift is assigned to 'Jane Jones'. Below her name are buttons for 'Supervisor (Spot Preceptor)', 'Cancel Shift', and 'Multiple Supervisors'. A red circle highlights 'Jane Jones' and a red arrow points to it.</p>
2.	<p>Click the <b>Notes</b> tab.</p> <p>This displays any <b>Public</b> 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 <b>Add</b> button. Your note will display at the top of the list.</p> <p><b>Note:</b> Any notes you write <u>will</u> be visible to the student, their supervisors and their Education Provider.</p>	 <p>The screenshot shows the 'Jane Jones' profile page with tabs for 'Details', 'Default Supervisors', 'Feedback Forms', and 'Notes'. The 'Notes' tab is circled in red with a red arrow pointing to it. Below the tabs is a text input field containing 'Test Note 2' and an 'Add' button. Below that, a note is displayed: 'Created by SPOT Manager 22/10/2015' with 'edit' and 'delete' buttons. At the bottom, another note 'Test Note 1' is visible.</p>