Adding one or more notes to a scheduled section:

To enter a free form or note template, click on the Notes tab.

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Click on the magnifying glass to the right of Notes Nbr to view existing templates. Select one of the 5 templates. You can also use the Free Format Text option to enter your own note. In this case we are selecting the note template for an online course.

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To add an additional note, click the + button for a new row and select one of the templates.

In this case we are adding the notes template for Virtual Proctoring.

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In the Class Notes header you can click on View All to see both notes. View 1 takes you back to a single notes view.

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