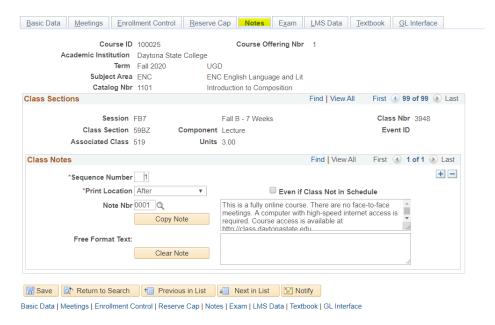
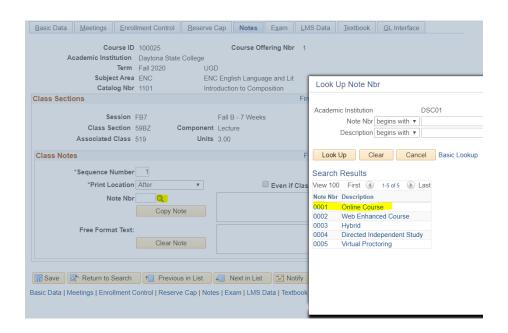
Adding one or more notes to a scheduled section:

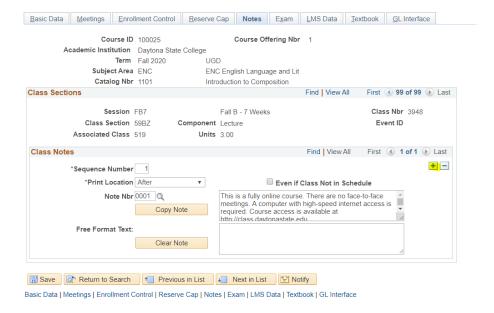
To enter a free form or note template, click on the Notes tab.



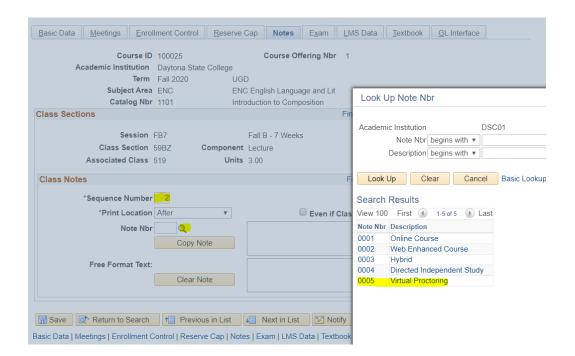
Click on the magnifying glass to the right of Notes Nbr to view existing templates. Select one of the 5 templates. You can also use the Free Format Text option to enter your own note. In this case we are selecting the note template for an online course.



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.



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.

