Notes

Create notes to help you plan your content, make notes on student progress or what needs to be reinforced. You can also share these notes with students or parents.

This feature applies to invididual, groups created or school grade.

Individual notes

1. Go to student profile
2. Tap  icon
3. The list of notes created for this student will be displayed.
4. Tap  to create a new note.
5. On the pop-up screen, type the name of the note.
6. At start typing the note you want to add.
7. Tap  to save the note you have typed.
8. The note preview opens with options to share, edit, or delete the note.

Groupal notes

To create a note for school grade :

1. You must enter the student section
2. Tap 
3. Tap the grade you want to send a group notice to.
4. Tap  icon from the icons displayed.
5. The note group screen will appear.



6. Add a title for your note, and what you want to write.
7. Finish your note by tapping 

The notes are for you, except for the ones that you want to share with others.

To create a note for custom group

1. You must enter the student section
2. Tap 

3. Tap the bar labeled 

with the group you want to create a note.
4. In the following screen tap  icon
5. The new group note screen will appear.



6. Add a title for your note, and what you want to write.
7. Finish your note by tapping 

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