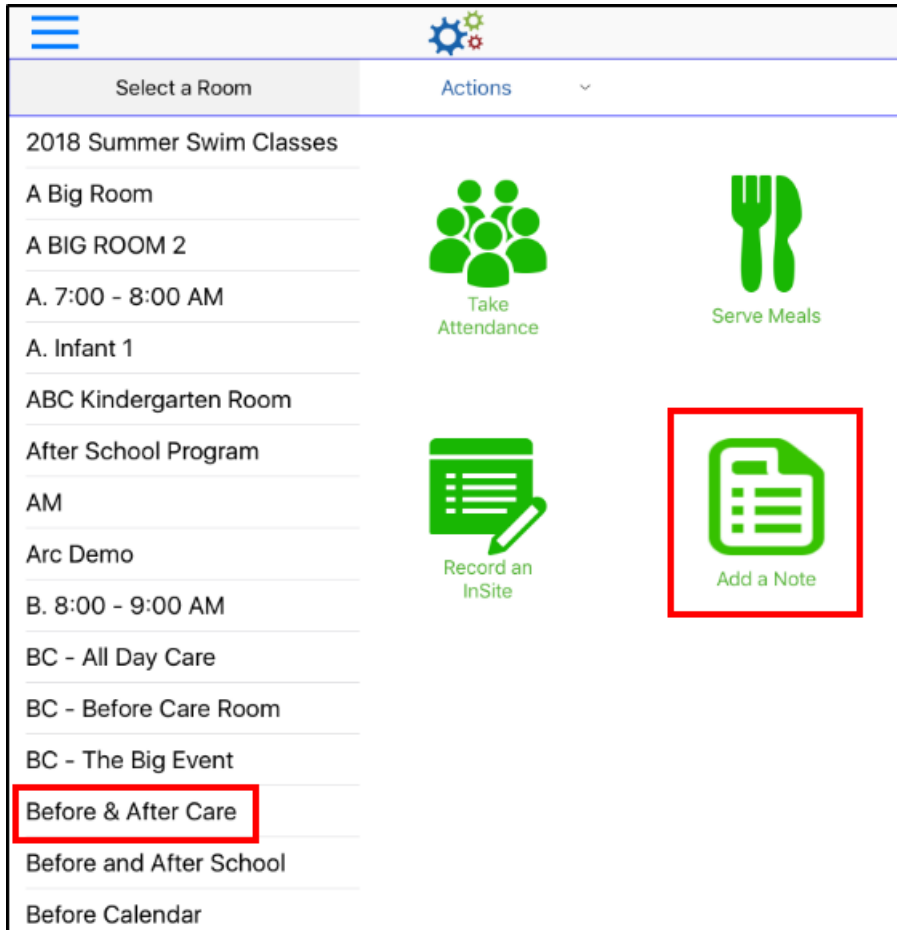


# InSite Classroom - Add a Note

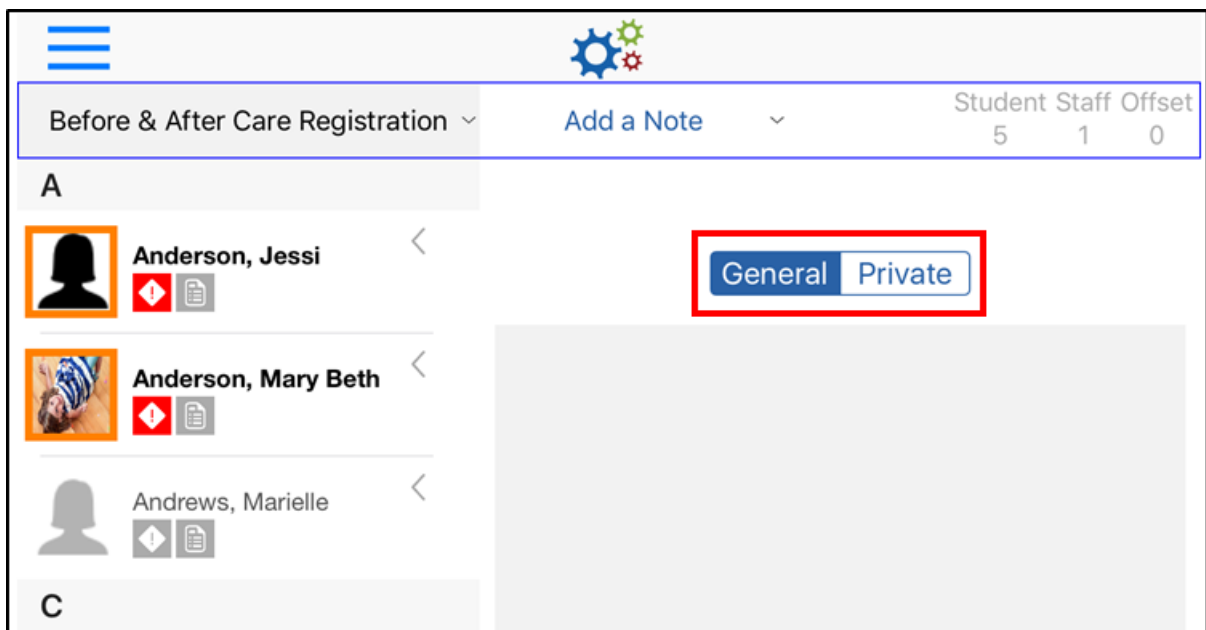
Last Modified on 02/18/2021 7:18 am EST

Notes can be added to a student or several students and marked as general or private. Follow the steps below to add a note:

1. Select a room and click Add a Note

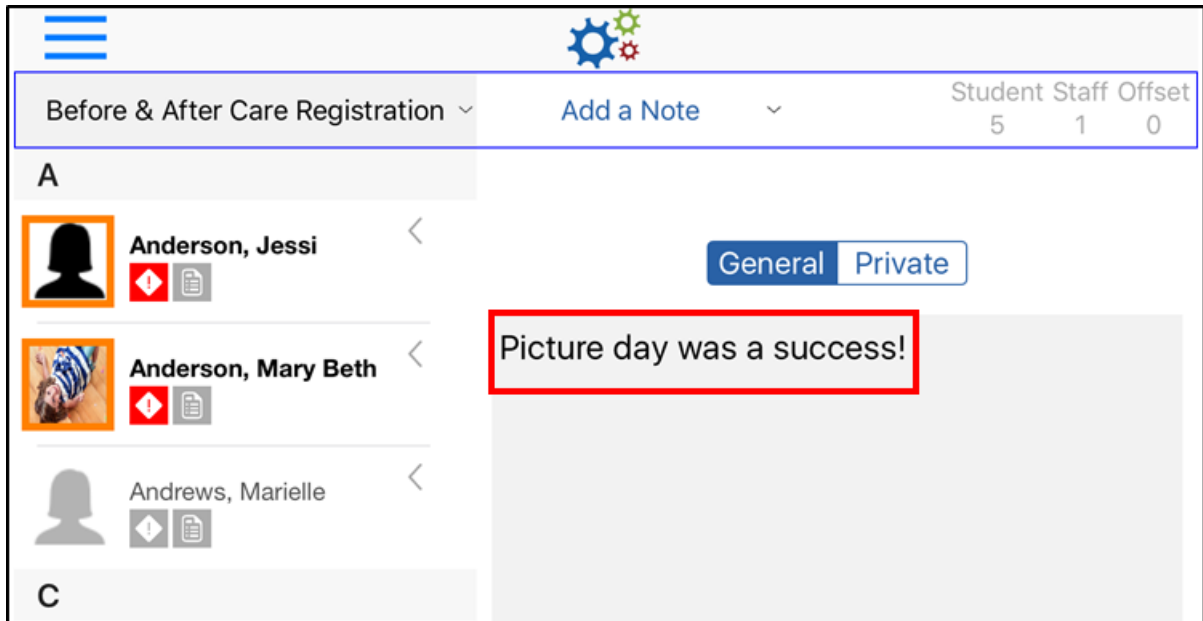


2. Select General or Private - the selected option will be blue

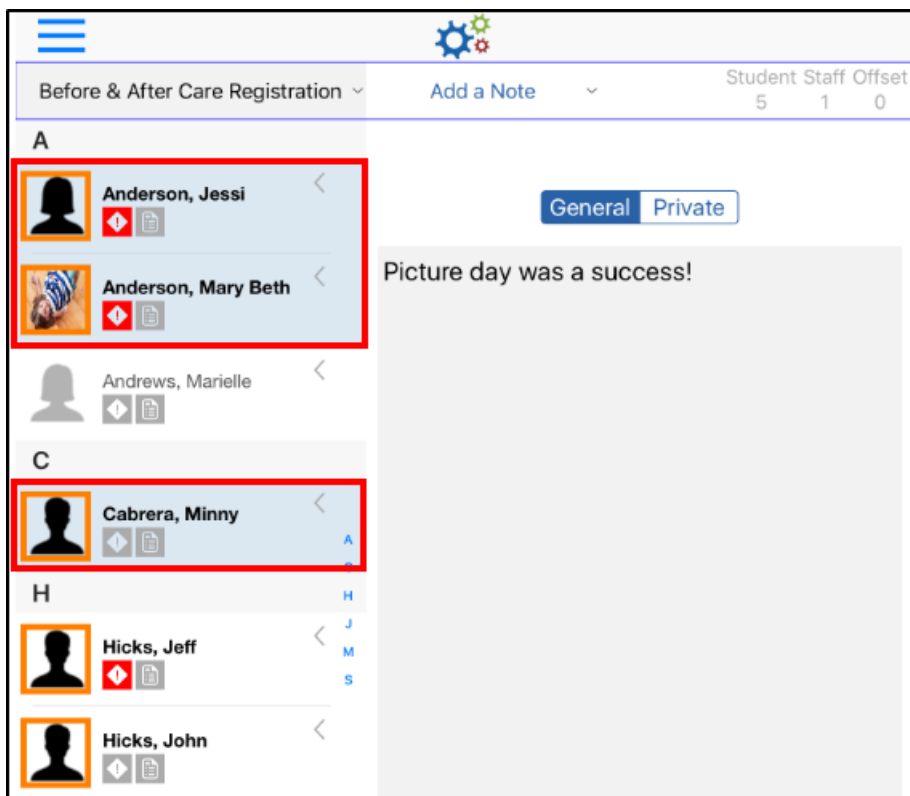


- General - these notes show up when student is checked out on InSite app
- Private - these notes are not viewable by parents

3. Enter the details for the note



4. Select the students on the left - the selected students will be light blue



5. Click Submit

6. Click OK on the confirmation popup to submit the notes

