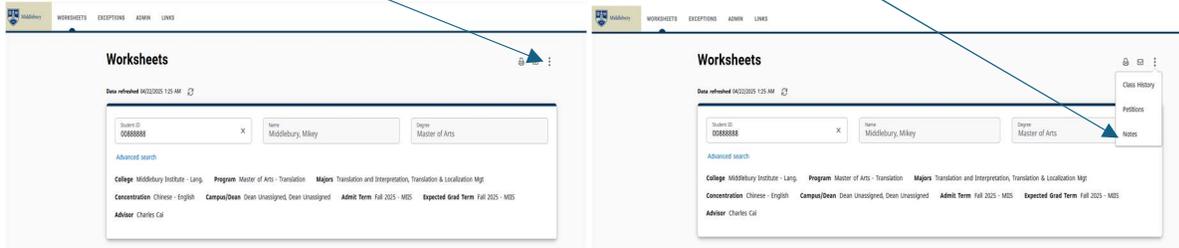
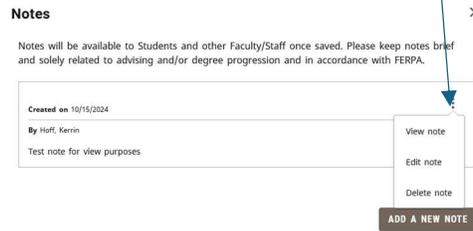


How do I make notes on a Students DegreeWorks audit?

1. Select the **menu button** then
- 1a. Select **Notes**



2. Any previous Notes will appear, click on the **menu button**. You can select **View, Edit, Delete or Add a New Note**.



3. Add New Note, enter **Note text** press "**Save Note**" 3a. Prompt to "Add a



4. Notes appear at the bottom of the students worksheet