# Degree Works Notes for Advisors

The Notes function allow Degree Works users to document academic information on student records. These notes are viewable by the student on their audit in the Notes Section at the bottom of the Worksheet.

Note: Any note(s) entered should be factual and written with the idea that they become part of a student's educational record that may be reviewed by outside viewers if requested. Notes cannot be deleted when entered into the system.

1. To access the Note feature, click on the ellipse menu in the right-hand corner menu and select 'Notes'.
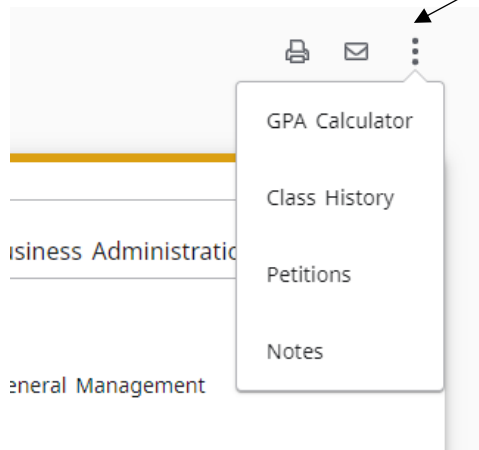
2. To add a note, click on 'Add a Note'.
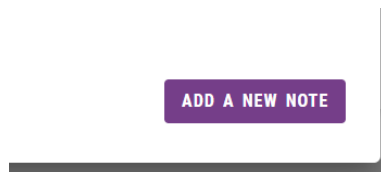
3. Enter your note and Click Save Note.

Add a new note   ✕

| Predefined notes ⌄ |

| Add description |
| |

☐ Not available to student

CANCEL   **SAVE NOTE**

4. Notes will appear at the bottom of a student's audit.

Notes   ⌃

Status	Description	Created on	Created by
	Test Note #2	05/24/2022	Dalrymple, Corrie S
Internal	Test Note	05/24/2022	Dalrymple, Corrie S