# Read and Add Notes

Schools and departments will have specific recommendations on documenting Notes. Please refer to your advising office. [Here is a general guide provided by the Office of Student Success.](#)

Read Notes
1. In **NYU Connect**, search for the student you want to read notes for using the upper-right search bar.
2. Click on **"Notes" on the left sidebar** of the student's folder. You will be able to see notes as is appropriate to your role in the system and your relationship to the student you are looking at.
3. Click the + button to expand a note.
4. You can see if/when the student read a note that you sent to them via the system (see below for how). If read by the student, you will see the date and time on the right hand side of the screen.
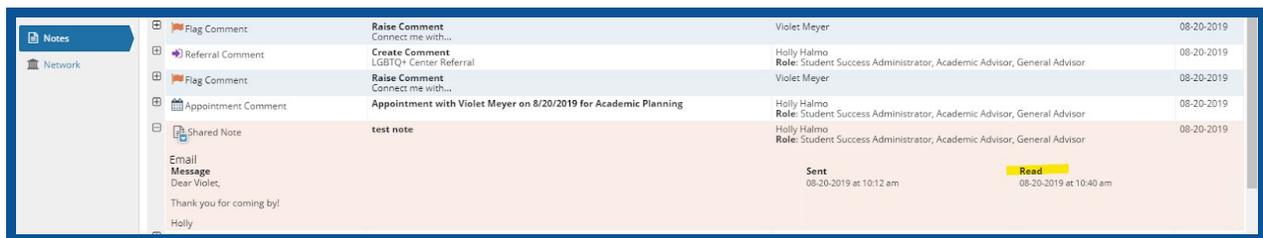
Add a note
1. In **NYU Connect**, search for the student you want to add a note for.
2. Select a **Note type** from the drop down of notes you are able to create. Typically, use "Shared Note".
3. Enter a **subject** for the note.
4. Enter the **body** of the note.
5. If you want to send yourself a copy so it is in your inbox, click **"Send copy of note to yourself"**
6. If you want to send the note via email to the student, check "**Send copy of note to student**". The student will get the note via email and the subject line will be "A Message to You from NYU Connect" and will be from your email address. If you do not check this box, the note will not be sent to the student.
7. If a Note should not be visible to others who work with the student, switch the Sharing setting to "Private." Use with care - if a Note is marked "private," it is still viewable by system admins and in accordance with FERPA is a part of a student's academic record.
8. Click "**Submit**."