

Adding a comment to a student

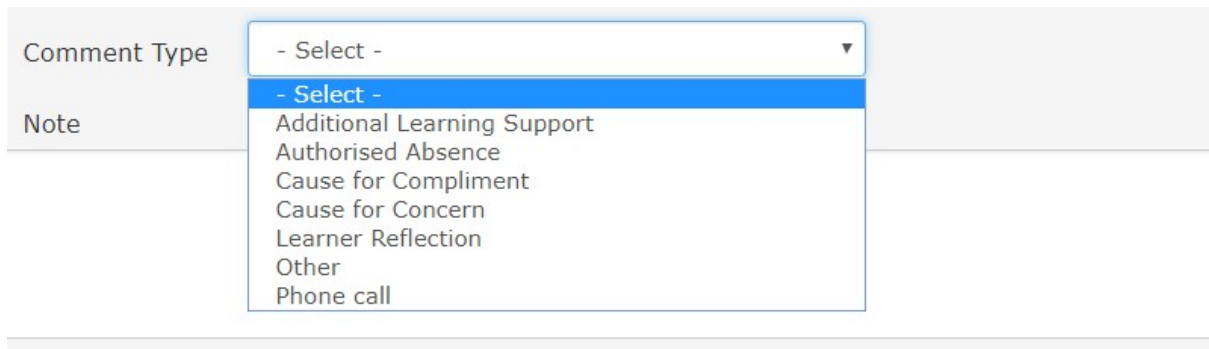
On the Student ILP Page from the Heading menu "Meetings and Comments", select "Comments".



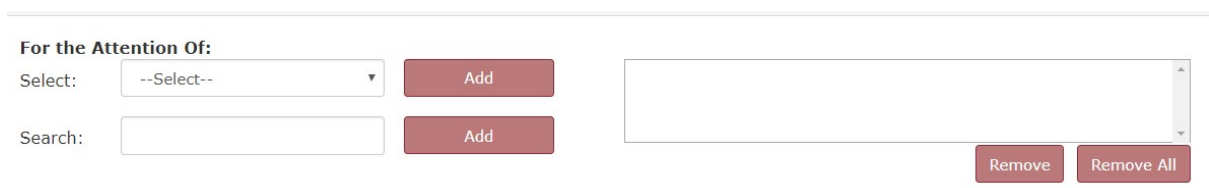
Click on "Add New" to add a new comment.



Select the Comment type and then write your comment in the note section.

A form for adding a comment. It has a "Comment Type" label and a dropdown menu. The dropdown menu is open, showing a list of options: "- Select -", "Additional Learning Support", "Authorised Absence", "Cause for Compliment", "Cause for Concern", "Learner Reflection", "Other", and "Phone call". Below the dropdown is a "Note" label and a large text area for writing the comment.

"For the Attention of:" section you can select who are notified about the comment. The Select drop-down will list all tutors assigned to this student, whilst the search box will allow you to search for all staff at HRC. When you have selected/searched, a tutor, you can add them to your comment by click on "Add".

A form for selecting staff for attention. It has a "For the Attention Of:" label. Below it are two rows: "Select:" with a dropdown menu and an "Add" button, and "Search:" with a text input box and an "Add" button. To the right of these is a large text area for the comment. At the bottom right of the text area are "Remove" and "Remove All" buttons.

You can select if the comment is linked to a meeting with the student. You can then select the reason for comment. You can also link with an enrolment such as English or Maths. Make sure to press "Save" to save the comment.

Link to
Meeting:

- Select a Meeting -

Reason:

- Select -

Link to
Enrolment:

- Select an Enrolment -