

Set Up Student Note Categories

When you add a note to a student's record, you can optionally select a category to put the note in, such as Medical or Home. You can later use this category to filter notes in reports.

1. On the Home screen, click **Define List**.
2. In the Available Fields list, click **Student > Notes Categories**.
3. Click **Add**.
4. Enter a description, and click **OK**.

1. On the Home screen, click **Define Lists**.
2. In the Available Fields list, click **Student > Notes Categories**.
3. Select a note type, and click **Edit**.
4. Enter a new description, and click **OK**.

1. On the Home screen, click **Define Lists**.
2. In the Available Fields list, click **Student > Notes Categories**.
3. Select a note type, and click **Delete**.
4. Click **Yes**.
5. Click **OK**.