Adding a note (comment) to eTrackr
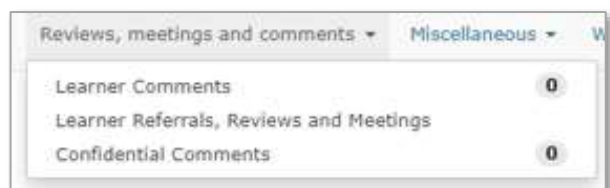
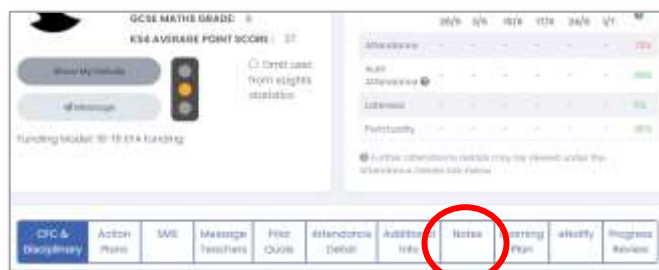| ProMonitor	eTrackr
	Find the student **eILP** from your **My Students** list
	Once you have the eILP displayed, select **Notes** from the options in the menu bar
	Previous notes will be listed in date order. To create a new one, select the **New Note** button
N.B. 1. The meeting function in ProMonitor is not replicated in eTrackr. The **Notes** section (opposite) can be used to record meeting details. 2. There is no Confidential comments section in eTrackr, but, unlike ProMonitor, staff won't be able to see any notes unless they have been added to the share list. (See last section opposite.)	Choose **category**, i.e. Course Related - type the **subject**
	Add **details** of the note and **select** or **search** for people to be added to the **share** list (left). Tick the people as recipients once they appear in the right-hand box if you want them to get an email. Click **Save** when ready