

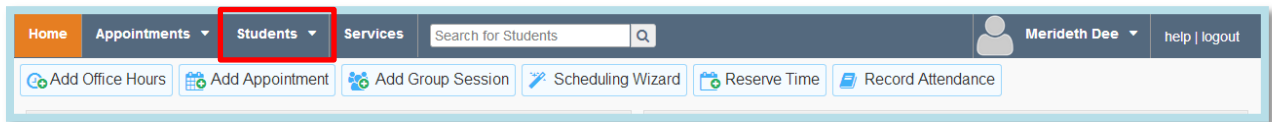
Success Network Instructions

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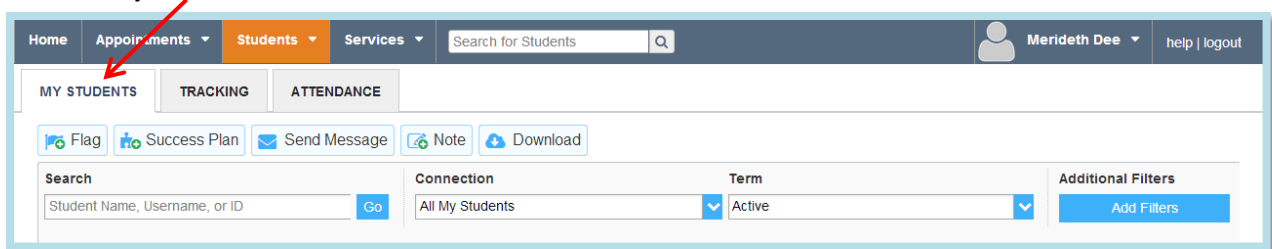
Searching for Students

Search for a Student

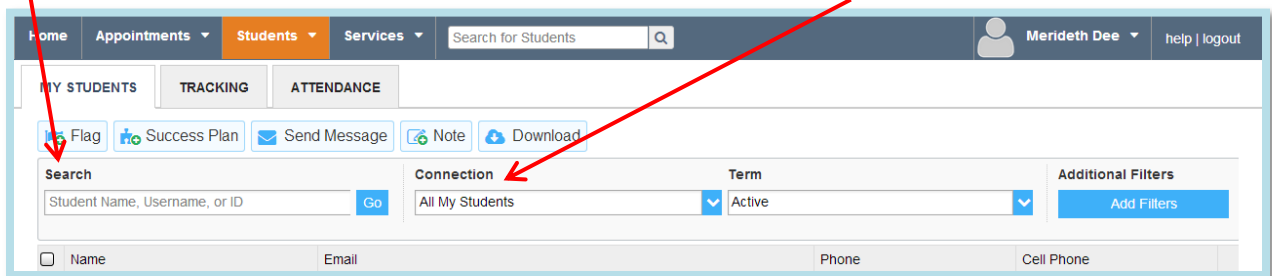
1. Click **Students** on the Top Navigation bar



2. Click the **My Students** tab

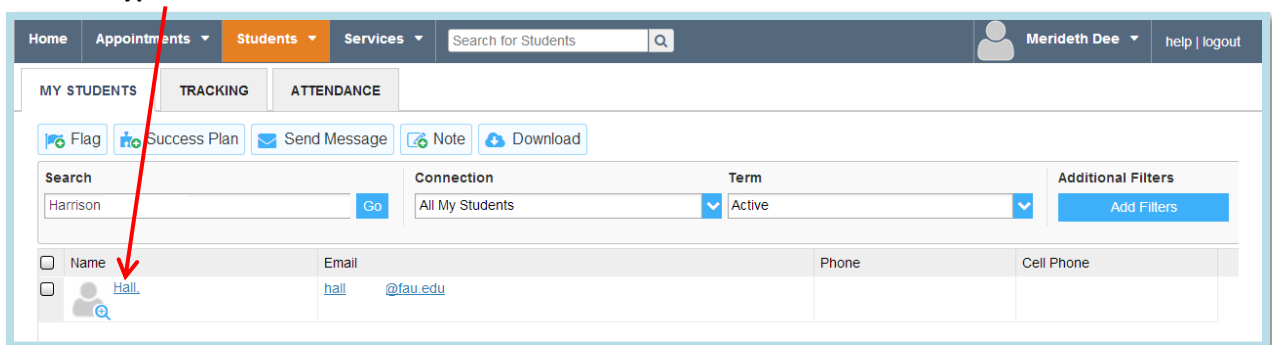


3. Search for students by their name, username, or Z number. Click **Go** when ready to search.
 - You can also narrow your search for students by using the **Connection** field

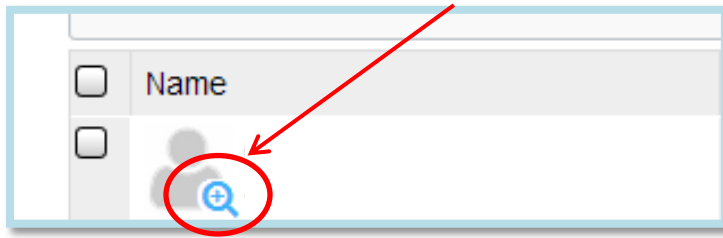


View a student's folder (view history & view/enter notes)

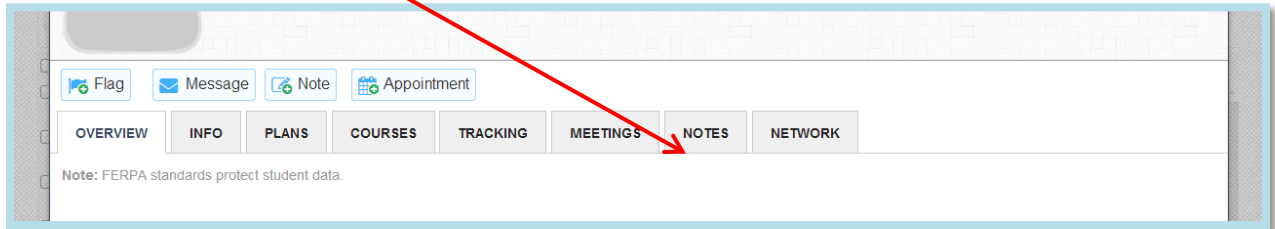
1. From the students tab on the top navigation bar, click My Students, then, **Search** for students by their name, username, or Z number. Click **Go** when ready to search.
2. Click the **hyperlink** of the student's name.



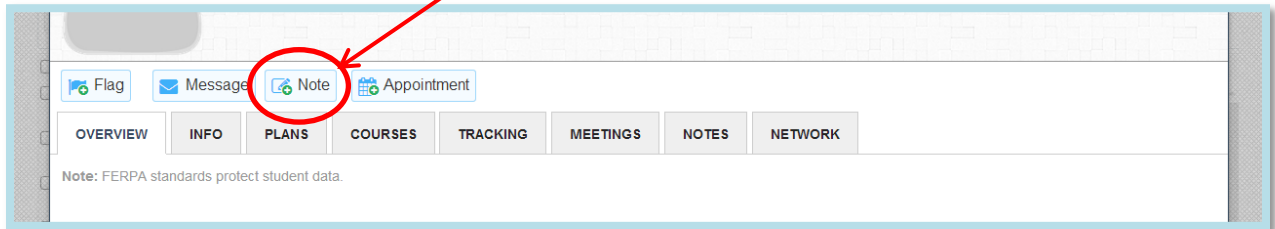
Note: you can also click on the **magnifying glass** to access the note function



3. To view a student's existing notes (in any), click **NOTES**



4. To create a note for a student click the **Note** button



5. Enter the following information:

- Date
- Note Type (from drop down menu)
- Subject (if applicable)
- Note
- Note Sharing: Shared should be checked
- Send a note to your student or yourself (if applicable)

A screenshot of the "Create Note" form. The form has a title "Create Note" and two buttons: "Never Mind" and "Submit". The form contains the following fields:

- Date:** A text field with the value "08-21-2014" and a calendar icon.
- Note Type:** A dropdown menu with the text "Select a note type" and a blue arrow.
- Subject:** A text input field.
- Note:** A large text area for entering the note content.
- Note Sharing:** Two radio buttons: "Shared" (selected) and "Private".
- Note Permissions:** A box with a lock icon and the text: "Note Permissions: A note type must be selected to determine the sharing permissions for this note."
- Send copy of note to student:** A checkbox.
- Send copy of note to yourself:** A checkbox.
- Required fields:** A red asterisk icon.

At the bottom of the form, there are two buttons: "Never Mind" and "Submit".

6. When finished, click **Submit**