

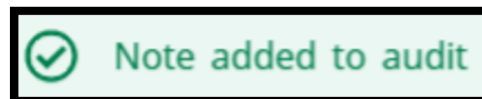
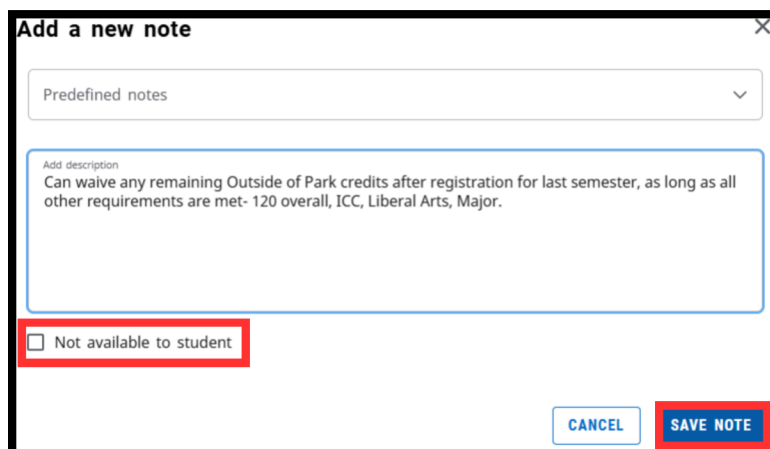
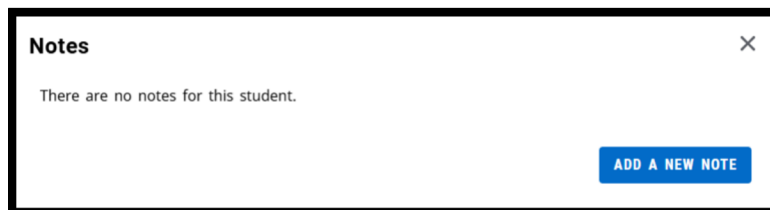
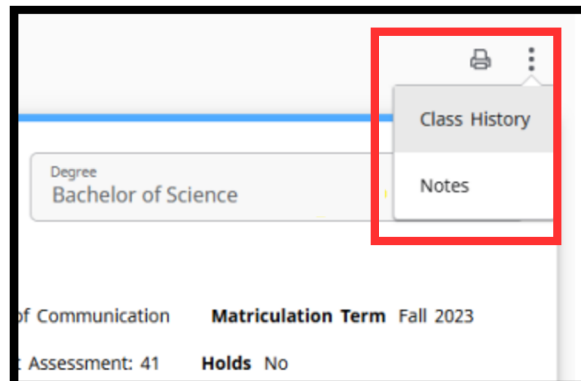
How to Add Notes to DegreeWorks



Office of the Registrar

This guide will explain how to add notes to an audit in DegreeWorks as an academic advisor.

- Open the degree audit of the student you are adding a note for
- Select the three vertical dots icon in the top right corner of the page.
- Select "Notes" from the drop-down menu.
- Select "Add a New Note".
- Input your desired note into the description box.
- Selecting the box next to "Not available to student" will hide the note from the student.
 - This is not advised. Please do not check this box.
- Select "Save Note" when finished.
- If successful, "Note added to audit" will display at the top of the window.



For More Information

Visit www.ithaca.edu/registrar
Email registrar@ithaca.edu
Call (607) 274-3127

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