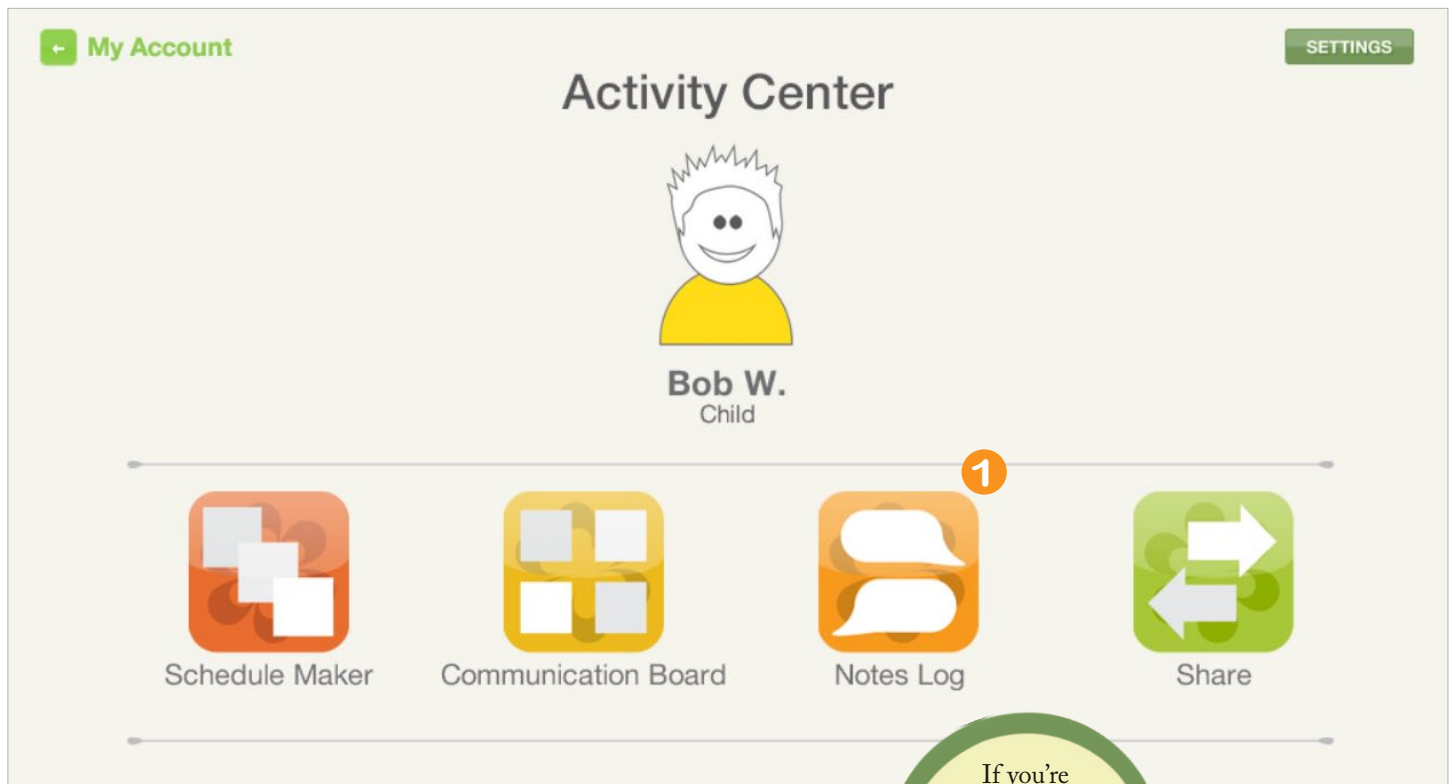


# How to Use the Notes Log

The Notes Log is where teachers, therapists, and parents can share a child's progress and talk about what was worked on in therapy and what to work on at home, keeping everyone in the loop.

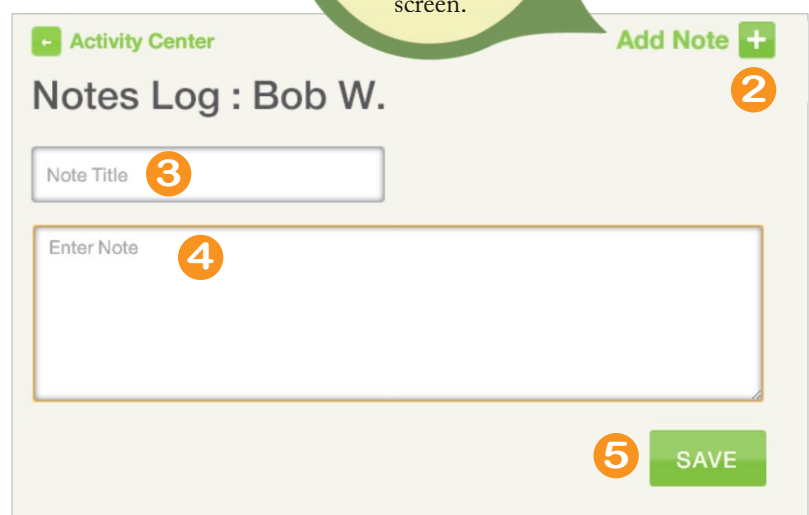
## Composing a New Note

- 1 From the Activity Center page, select the orange Notes Log button.



Above: The Activity Center home page.

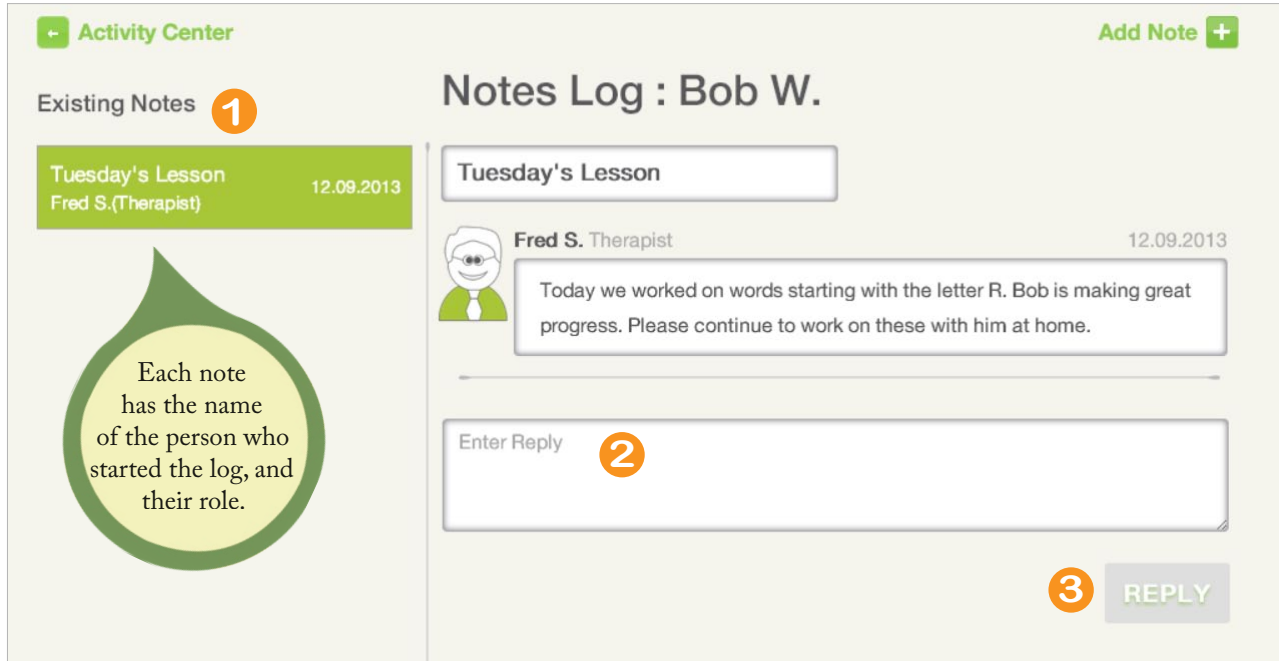
- 2 Select Add Note in the upper right-hand corner of the screen to add a new note.
- 3 Click to enter the note title.
- 4 Enter your note in the big text box.
- 5 Click Save to post your note.



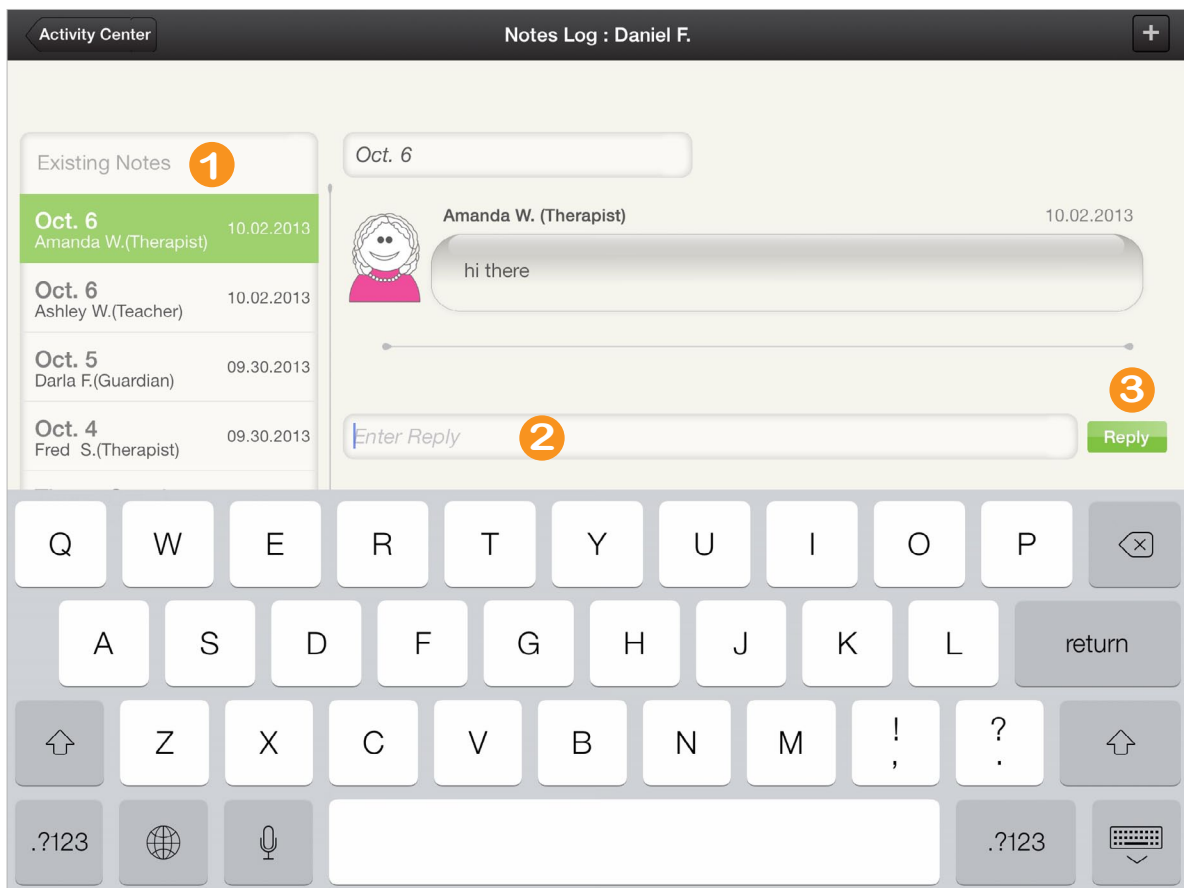
Above: Compose a new note here. These notes will be viewable by anyone who has access to the child's account.

# Reading and Responding to Existing Notes

- 1 Select its title to read an existing note.
- 2 Select the text box to enter a reply.
- 3 Select Reply when you're done typing.



Above: A conversation thread.



Above: The Notes screen on a tablet.