Adding notes

Assessing in Connecting Steps · https://support.bsquared.co.uk/docs/adding-notes/

You can add notes to your assessments on various screens on Connecting Steps.

To add a note on the individual assessment screen

1. Navigate to the **Individual Assessment** screen in Connecting Steps.
2. Search for the required student by selecting from the drop-down menus in the **Selection** panel.
3. Click the **Note** icon in the assessment point where you want to add the note.

   

   The **Notes** panel opens.
4. Click in the **Add note...** box at the bottom of the **Notes** panel.
5. Enter your note and click the **Enter** key.
6. Click the **X** in the top right hand of the **Notes** panel to return to the **Individual Assessment** screen.

   Your note is added to the assessment point.

   The note icon now has number in the top right hand corner indicating how many notes have been added to the assessment point.

To add a note on the group assessment by level screen

1. Navigate to the **Group Asssment by Level** screen in Connecting Steps.
2. Make your group type selections in the **Selection** panel.
3. Click on the level of achievement where you want to add a note.
4. Click the **Notes** icon.

   The **Notes** panel opens.
5. Enter your note and click the **Enter** key.

6. Click the **X** in the top right hand of the **Notes** panel to return to the **Group Assessment by Level** screen.



A blue circle appears indicating that there is a note associated with this achievement level.