

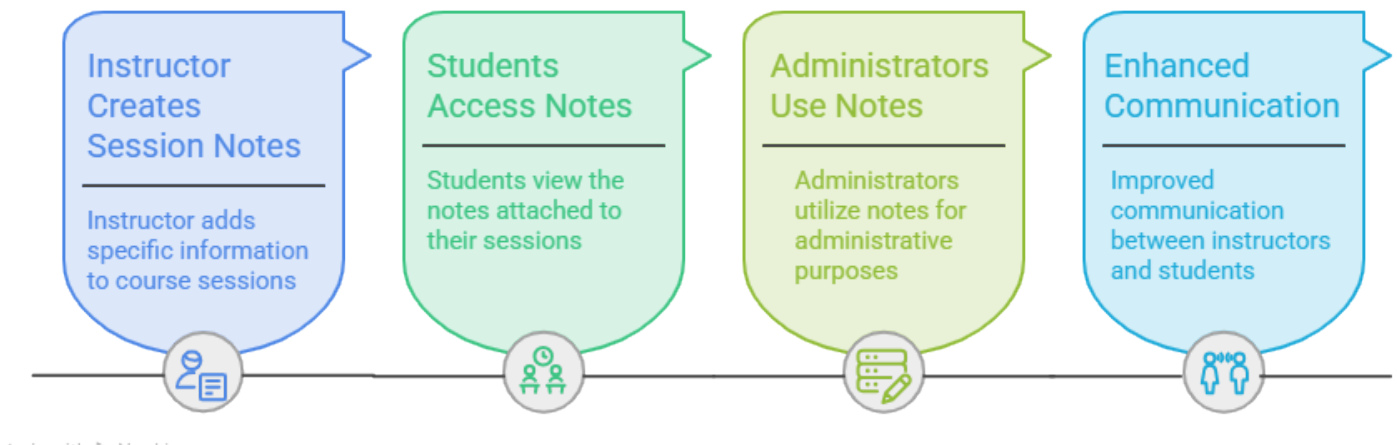
Session Notes Plugin

The Session Notes feature is a collaborative tool designed to enhance communication within a course. It allows instructors and administrators to attach specific information, reminders, or instructions directly to course sessions. By using notes, you can keep students informed while simultaneously maintaining private administrative records.

- [Session Notes Plugin Documentation](#)

Session Notes Plugin Documentation

The Session Notes feature is a collaborative tool designed to enhance communication within a course. It allows instructors and administrators to attach specific information, reminders, or instructions directly to course sessions. By using notes, you can keep students informed while simultaneously maintaining private administrative records.



Path: The Session Notes feature is located as a Block within your course page.

- Open your specific course, and you will find the Session Notes block in the Side Drawer (the right or left sidebar of the screen).

Add External Note

Who is it for? **Students and Learners.**

Use this to share information that you want your students to see.

Key Functionality:

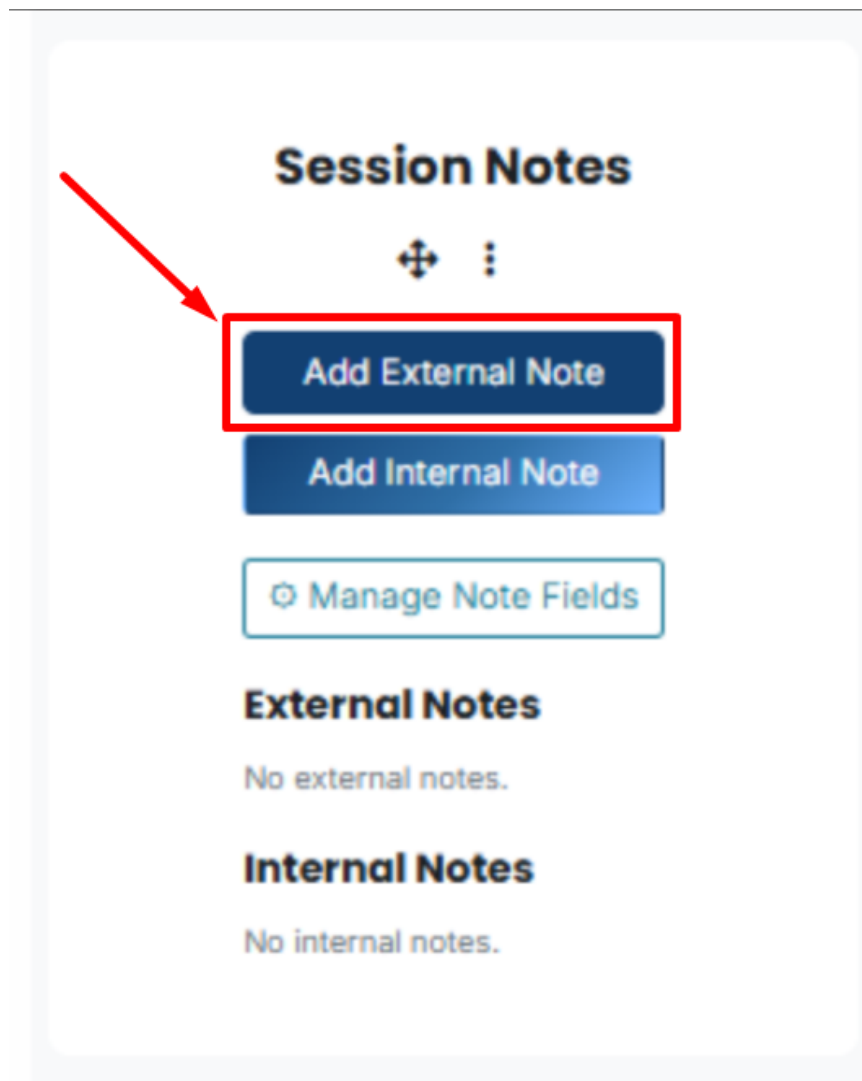
- **Audience Selection:** When an instructor adds an external note, they have the flexibility to select specific students or choose all students in the course.

- **Instant Alerts:** Once the note is saved, the selected students will immediately receive a system notification and an email. This ensures that important updates are never missed.

Example Usage: Providing a "Tip of the Day" sharing extra reading links, or giving specific instructions for an upcoming assignment.

How to Add an External Note

To share session updates, objectives, or homework with your students, click the **Add External Note** button.



A form will open with the following fields:

Link to Activity/Section:

- A dropdown menu containing all the activities and sections within your current course.
- Use this to "**pin**" your note to a specific part of the course. For example, if your note is about a specific "**Midterm Quiz**" select that activity from the list so students know exactly what the note refers to.

Lesson Name:

- The title of your session or note.
- Purpose: Give the note a clear, descriptive name (e.g., "Introduction of python book - Session 1") so it is easily identifiable in the list.

Date:

- A date-picker tool.
- Set the specific date for this session. This helps in organizing notes chronologically, allowing students to track their learning progress by date.

Today's Objectives:

- A text area to summarize the day's learning.
- If you taught a lesson today, list the key takeaways here. This helps students who missed the class or those who want to review what they should have learned.

Homework:

- A dedicated section for assignments and tasks.
- Write down any assessments, readings, or projects you want the students to complete.

Next Lesson Objectives:

- A preview of the upcoming lesson.
- Briefly mention what will be covered in the next session. This helps students prepare in advance and stay engaged with the course flow.


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[Edit mode](#)





Add Session Note (external)

Link to Activity/Section

Python Crash Course Book



Lesson Name

Python Fundamentals: Mast

Date

9

June

2026

07

53



Today's Objectives




- Understand how to name and use variables correctly.
- Learn how to use String methods like .title(), .upper(), and .lower().
- Practice combining strings using f-strings.
- Identify and fix common "NameErrors."

- 1. Read pages 15 to 25 in the Python Crash Course book.
- 2. Complete Exercise 2-3 (Personal Message) and Exercise 2-4 (Name Cases) on page 25.
- 3. Upload your .py files to the "Chapter 2 Assignment" link before our next session.

- Working with Integers and Floats in Python.
- Understanding the importance of Comments in code.
- Introduction to Python Lists (Chapter 3)

Homework

Next Lesson Objectives



Select Students to Notify:

A list of all students enrolled in the course.

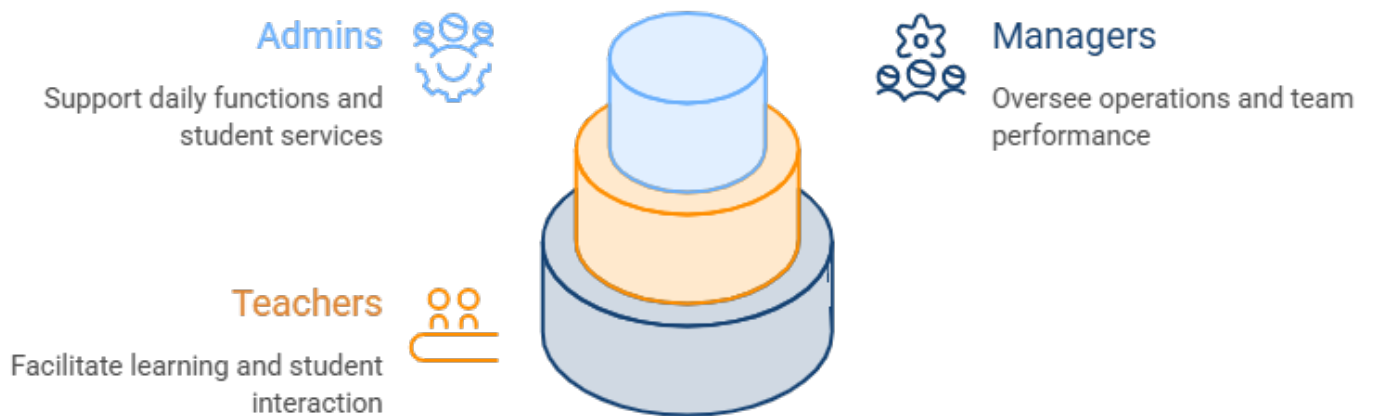
This is a advanced communication step.

- You can select all students to send a general update.
- You can select specific students if the note is only relevant to a small group.

After filling in these details, click the Save Notes button. The note will immediately appear in the External Notes section of the block and become visible to the students you chose to notify.

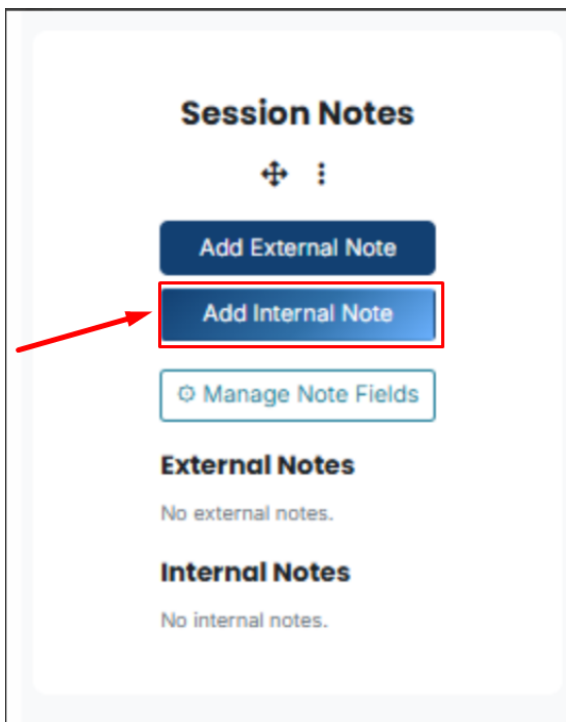
Internal Note:

- Who is it for? Teachers, Managers, and Admins.
- Internal Session Notes are designed as a private workspace for the management and teaching team. These notes are completely invisible to students and serve as a "Staff-Only Log" to ensure smooth coordination between Teachers, Admins, and Manager.



How to Add an Internal Note

To share private session updates, administrative tasks, or teacher handovers with your team, click the Add Internal Note button.



A form will open with the following fields:

Link to Activity/Section:

- Allows you to link your private note to a specific activity or section of the course.
- Example: Linking to a "Final Project" to leave a note for the next teacher about how to grade it.

Lesson Name:

- Sets a title for the internal log entry so other staff can find it easily.
- Example: "Staff Review: Batch A - Technical Issues" or "Teacher Handover - Week 4."

Date:

- Records the specific date when this administrative observation or action was made.
- Example: 09 June 2026.

Today's Objectives:

- Used to record what the Instructor actually accomplished or observed during the session.
- Example: "Finished the Python String methods lesson. Students were confused about f-strings; need more practice time."

Homework:

- Acts as an internal "To-Do List" for the management team. It defines what the staff needs to do before the next session.
- Example: "Admin: Please upload the new Python coding exercise file. Teacher: Review the quiz results from today."

Next Lesson Objectives:

- Provides a plan for the next instructor. It ensures a smooth transition so the next teacher knows exactly where to start.
- Example: "Start with the 'List' concept on page 35. Do not skip the live coding demo."

LEARNEXIFY Home Dashboard My courses Site administration Edit mode

Add Session Note (internal)

Link to Activity/Section General Note (No specific activity) **Dropdown**

Lesson Name Staff Review: Batch 2026 - 1

Date June 2026 08 01

Today's Objectives **Required Field**

Edit View Insert Format Tools Table Help

• Evaluated the speed of the class; students are learning faster than expected.
• Identified that 3 students (Ali, Sarah, and John) are struggling with the 'Lists' concept

25 words Build with tinyMCE

Homework

Edit View Insert Format Tools Table Help

• Admin: Please check if the 'Advanced Python' module is unlocked for next week.
• TA (Teaching Assistant): Reach out to the struggling students for a 1-on-1 support session.

29 words Build with tinyMCE

Next Lesson Objectives

Edit View Insert Format Tools Table Help

• Move to 'If Statements' (Chapter 5) earlier than scheduled.
• Prepare the feedback survey for the mid-course review.

Select Staff to Notify:

- Allows you to pick specific team members (Admins or Managers) to alert about this note.
- The selected staff members will receive an Email and a Notification Bell alert immediately.

ul > li > span 17 words Build with tinyMCE

Notifications

Select Staff to Notify

- danain aftab (Manager (System))
- malaika ashraf (Site Admin)
- Endush Fairy (Site Admin)
- Mahtab Hussain (Site Admin)
- Rimsha Ibrahim (Site Admin)
- PakTaleem Kids (Site Admin)
- Test Manager1 (Manager (System))**
- PakTaleem Support (Site Admin)

Selected Staff

Save Note **Cancel**

Required

After filling in these details, click the **Save Notes button**.

The note will immediately appear in the Internal Notes section of the block and become visible to the Staff you chose to notify.

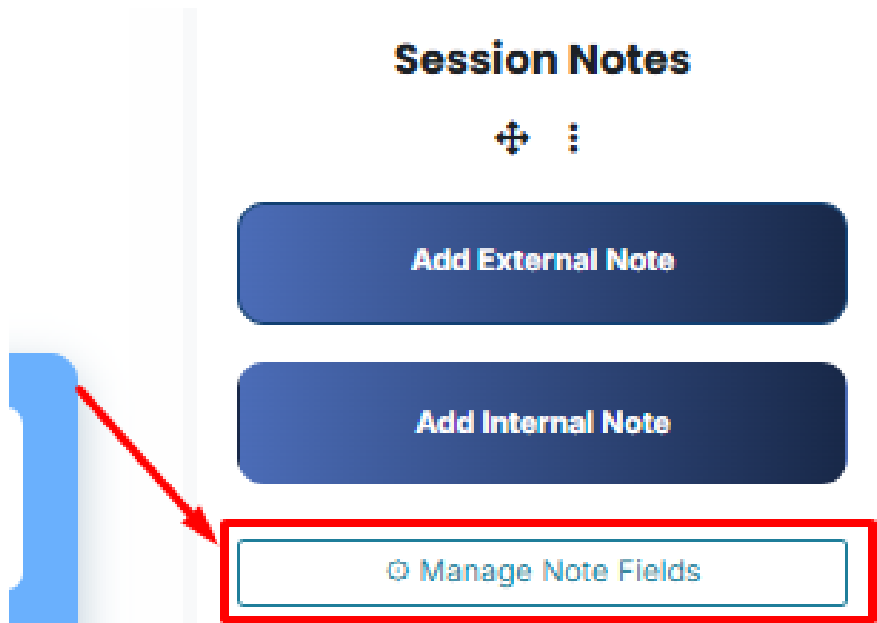
The screenshot displays the LARNEXIFY course management interface. At the top, the course title is "Programming Basics_SEM4-11101-2026_spring.1". Below the title, there are tabs for "COURSE", "SETTINGS", "PARTICIPANTS", "GRADES", "REPORTS", and "MORE". The main content area is divided into two sections: "Instructions" and "Module Content". The "Instructions" section contains a welcome message and three steps: "Step 1: Please begin by reading the Python Crash Course Book.", "Step 2: Next, Pass the Book Assessment Test.", and "Step 3: To wrap up, please complete the Knowledge Check. We encourage you to keep trying until you reach a 100% score to ensure you have fully mastered the topic." The "Module Content" section shows a resource titled "Python Crash Course Book" with a "Mark as done" button. On the right sidebar, there are "Session Notes" and "External Notes" sections. The "Internal Notes" section is highlighted with a red box, showing "Staff Review: Batch 2026 - Week 2 Progress (9 June)". A "Manage Note Fields" button is visible in the "Session Notes" section.

Manage Note Fields:

- By default, Session Notes have standard fields like "Homework" and "Objectives." The Manage Note Fields button allows you to customize the note-taking form by adding your own unique fields. This ensures that the form captures the exact information your organization needs.

How to Customize Note Fields:

To add unique data fields—such as attendance counts, comprehension levels, or specific checklists—to your session note forms, click the Manage Note Fields button.



When you click the Manage Note Fields button, you will see a setup bar with the following options:

Field Name:

The label for your new box (e.g., "Attendance Count").

Type (Dropdown Menu):

This decides what kind of data the user can enter.

Options include:

- Text Box: For short, one-line answers.
- Rich Text Area: For long descriptions with formatting (Bold, Bullets, etc.).
- Checkbox: For simple "Yes/No" or "True/False" selections.
- Dropdown Menu: To pick one option from a pre-set list.
- Date Selector: To pick a specific day from a calendar.
- Number: For entering numerical values only.

Sort Order:

- This defines the position of the field on the form.
- A field with a Sort Order of 1 will appear at the top. A field with 2 will come after it. This allows you to organize the flow of the form logically.

4. Required:

- A checkbox to make the field mandatory.
- If checked, the user must fill in this field before they can save the note.

Current Custom Fields Section

Below, you will see a list of all fields you have already created. From here, you can see their settings at a glance or remove them if they are no longer needed.

Programming Basics_SEM4-11101-2026_spring.1

COURSE SETTINGS PARTICIPANTS GRADES REPORTS MORE ▾

+ Add New Field

Add a new Field button

FIELD NAME

Total Students Present

TYPE

Number

Text Box

Rich Text Area

Checkbox

Dropdown Menu

Date Selector

Number

SORT ORDER

1

REQUIRED

✓

Add

Add button

Dropdown

Current Custom Fields

#	FIELD NAME	TYPE	REQUIRED	ACTION
2	Topic Comprehension	Select	No	 

Previously Created Custom field

Edit and delete button