

## DIGITAL NOTES TOOL

### WHY NOTES?

When you participate in an educational experience in a classroom or via digital content it is important that you actively engage in that experience. Being an active learner helps you place new content into long term memory and understanding. There are many ways to be active:

Physical Notes

Outline Daily Knowledge

Diagram Content

Asking Questions

Use of Reading Tools

Digital Note Taking and Flagging

This document provides quick how to use and tips for the platform digital note taking tool.

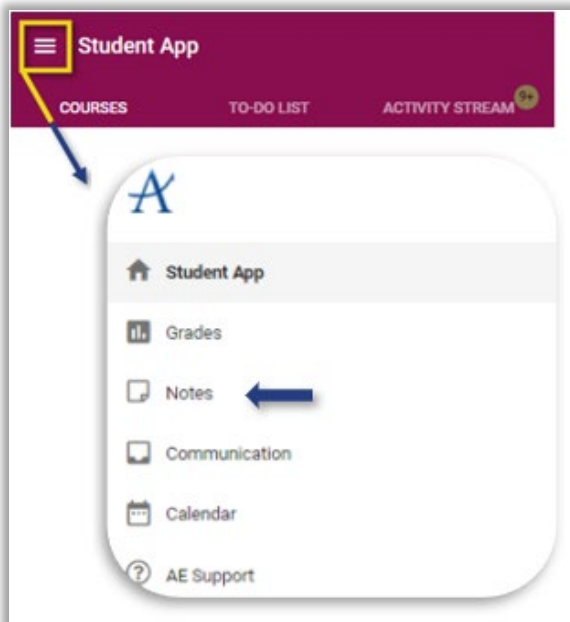
### NOTE TOOL ACCESS

The Note tool can be accessed from two locations:

- Course Access – once you access a specific course the note tool can be accessed via the **Sticky Note** icon along the top navbar.



- Hamburger Menu – from your student home page select the hamburger menu and then select Notes.



# Buzz Notes

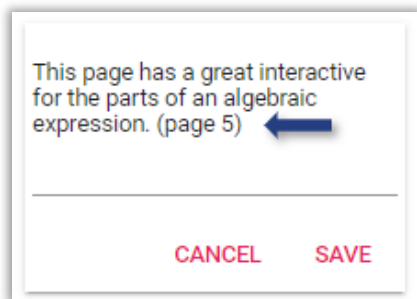
## USING NOTES

You may want to use the note tool to add extra context or you may just want to flag an important practice activity or concept. As you start to use this tool review the following tips.

### TIP #1: POSITING LESSON NOTES

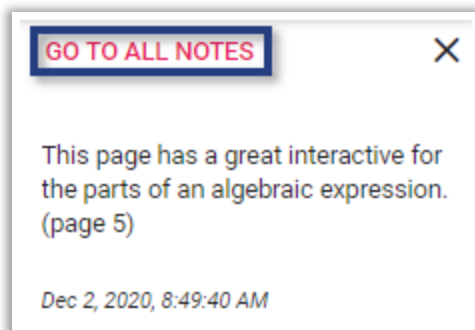
Once the note tool is opened a panel appears to the right of the content page. Select the plus icon within the panel to add a new note and then select Save.

**Hint:** When adding a note in a lesson activity, always add the page number within the activity to make the exact page easier to locate later.



### TIP # 2: VIEWING ALL COURSE NOTES

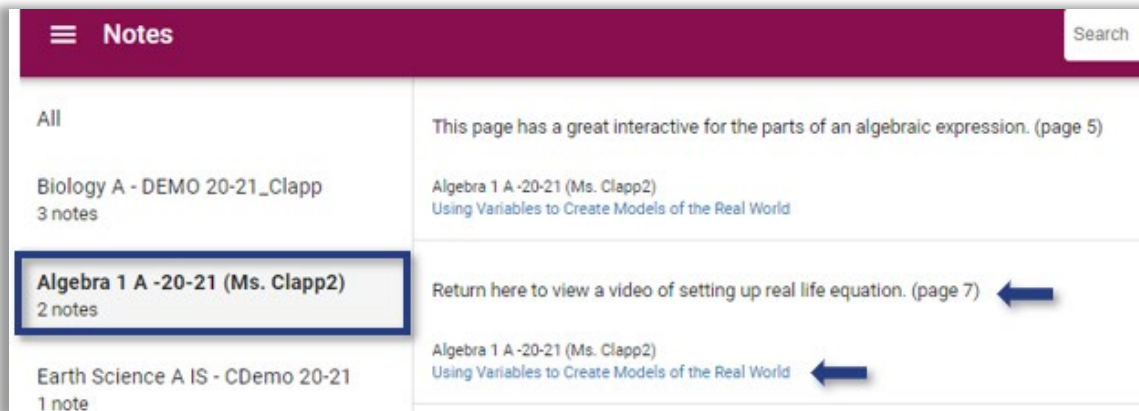
If you wish to view all course notes previously taken, Select the **Go to All Notes** hyperlink from within the open Notes panel.



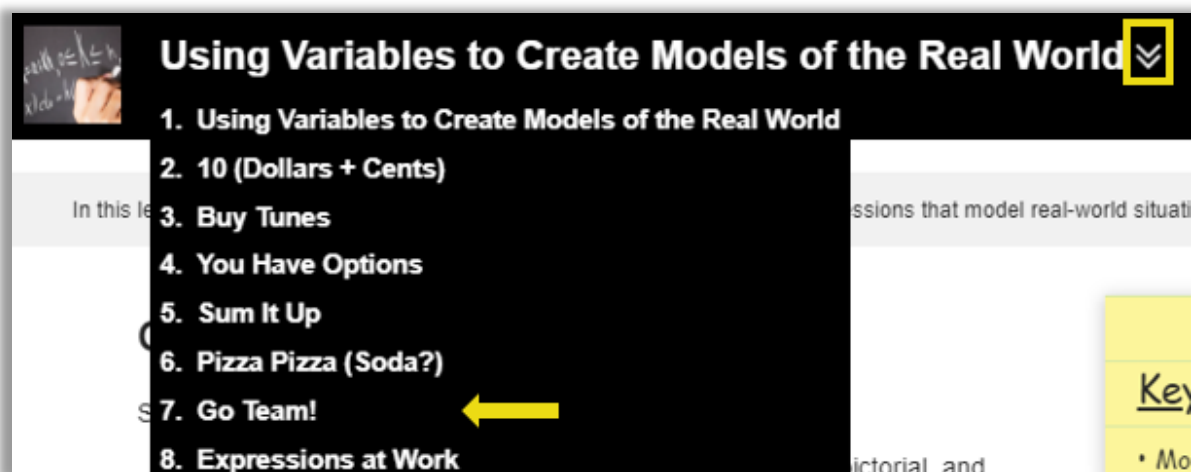
### TIP #3: EFFICIENTLY LOCATING A PREVIOUSLY POSTED NOTE

Access the full Note view via the navbar hamburger menu or via the Go To All Notes view within a course.

# Buzz Notes



- Select the course you wish to view to reduce the clutter, or search for a key word.
- Notice the page number indicated behind your posted note. In the above example two notes were posted to the same lesson but are associated with two different lesson pages.
- Select the hyperlink to the lesson. This returns you to page 1 of the associated lesson.
- Select the dropdown table of contents to skip to the desired page.



## TIP #4: TYPE OF NOTES SUMMARY

There are two types of notes:

- Course notes – are added from the course landing page and tend to be very general. Course notes cannot be viewed from within a lesson. They can be view from the course notes view or from the course landing page.
- Activity (lesson) notes – are added when you are viewing lesson activities. Most notes are likely to be activity or lesson notes. When viewing saved notes these are easily distinguishable by the hyperlinked labels located below the notes.

# Buzz Notes

This is a course level note if added from the course landing page.

Biology A - 20-21\_Clapp  
[Course note](#)

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Karyotype - vocab word - a diagram that represents the arrangement of chromosomes. In humans they occur in pairs. (page 2)

Biology A - 20-21\_Clapp  
[Meiosis](#)

## TIP #5: VIDEO TUTORIAL

Select the image below to view related tutorial.

