



# NOTES

## STUDENT

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## Introduction

The **Notes** tool allows the student to create general notes for the course and notes on pages and items in the learning module. The student can print the notes, view them, edit them and delete the notes.

## Creating General Notes

General notes about the course can be added from the **Notes** tool.

1. Click on the **Notes** link from the **My Tools** menu. The **Notebook** window opens as seen in figure 4-1.

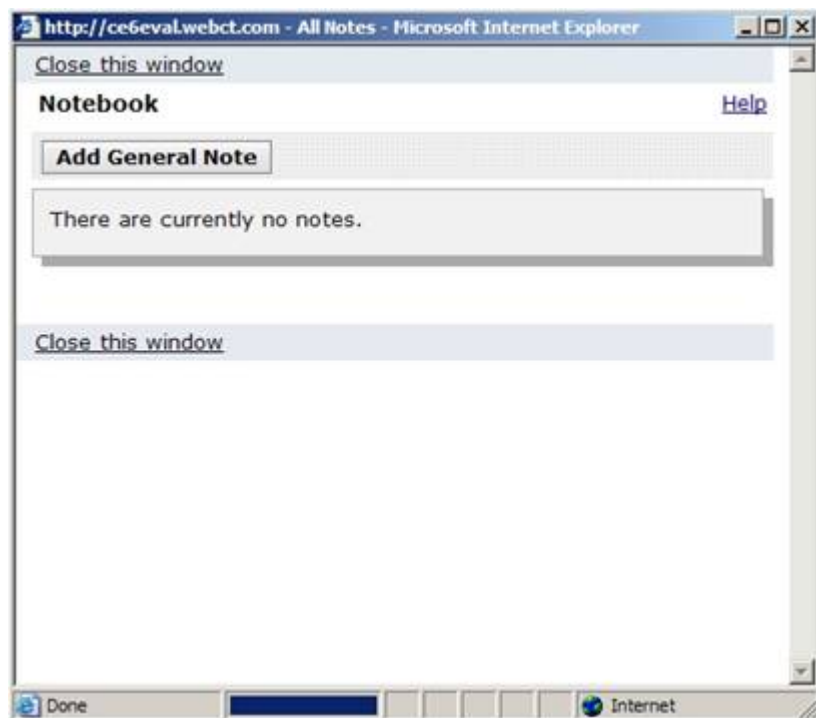


Figure 4-1

2. Click on the **Add General Note** button. The window refreshes to show a **General Note** window as seen in figure 4-2 on the following page.

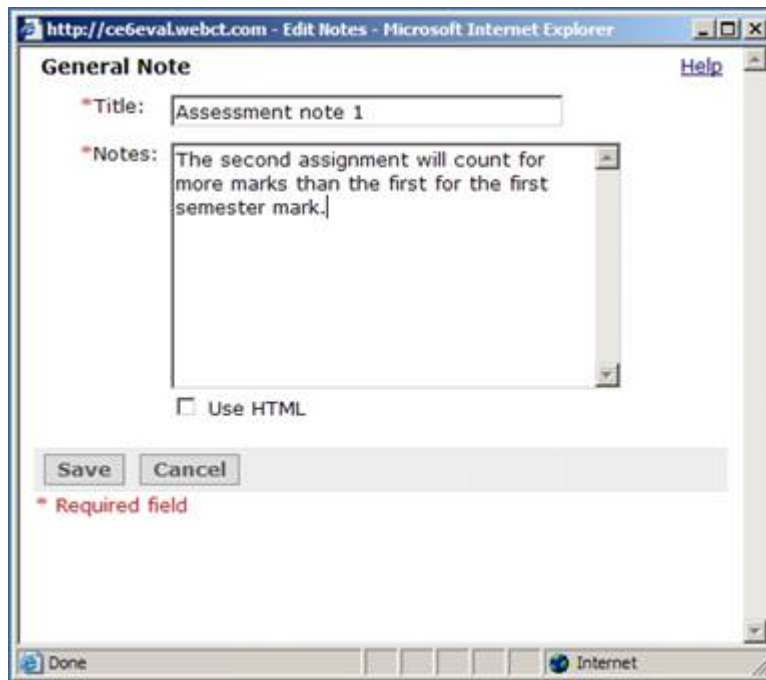


Figure 4-2

3. Type in the title of the general note in the **Title** text box.
4. Type in the note in the **Notes** text box as seen in figure 4-2.
5. Select the **Use HTML** check box only if you are using HTML code in either the **Title** or the **Notes** field. If you are not using HTML you can ignore this step.
6. Click on the **Save** button. The window refreshes and the **Notebook** window displays as seen in figure 4-3.

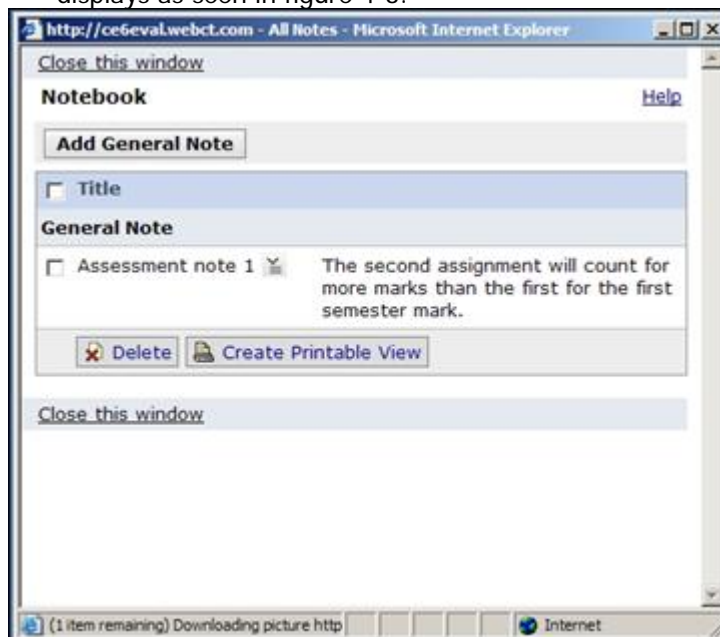


Figure 4-3

In figure 4-3 you can see that the note has been added.



## Editing General Notes

1. Click on the **Notes** link from the **My Tools** menu. The **Notebook** window opens.
2. Select the action link to the right of the note title. A drop-down menu appears. See figure 4-4.

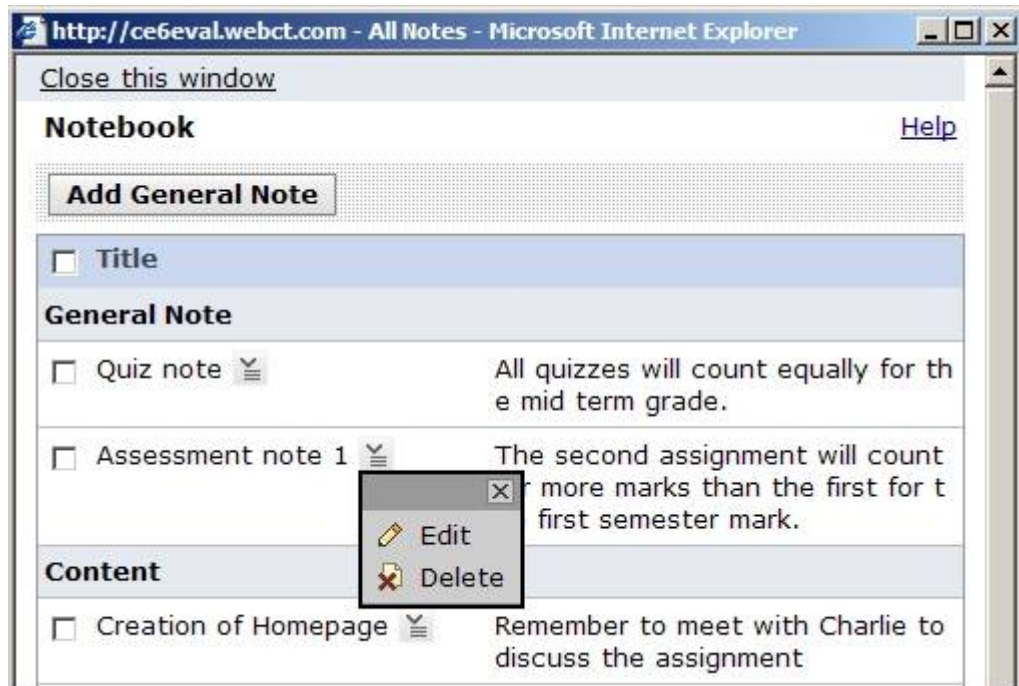


Figure 4-4

3. Select the **Edit** option from the drop-down menu. The screen refreshes and the **General Note** window opens where you can edit the note.
4. Edit the title or notes in the **General Note** screen.
5. Click on the **Save** button. The screen refreshes and the **Notebook** window displays with the changes saved.



## Printing General Notes

1. Click on the **Notes** link from the **My Tools** menu. The **Notebook** window opens as seen in figure 4-5.

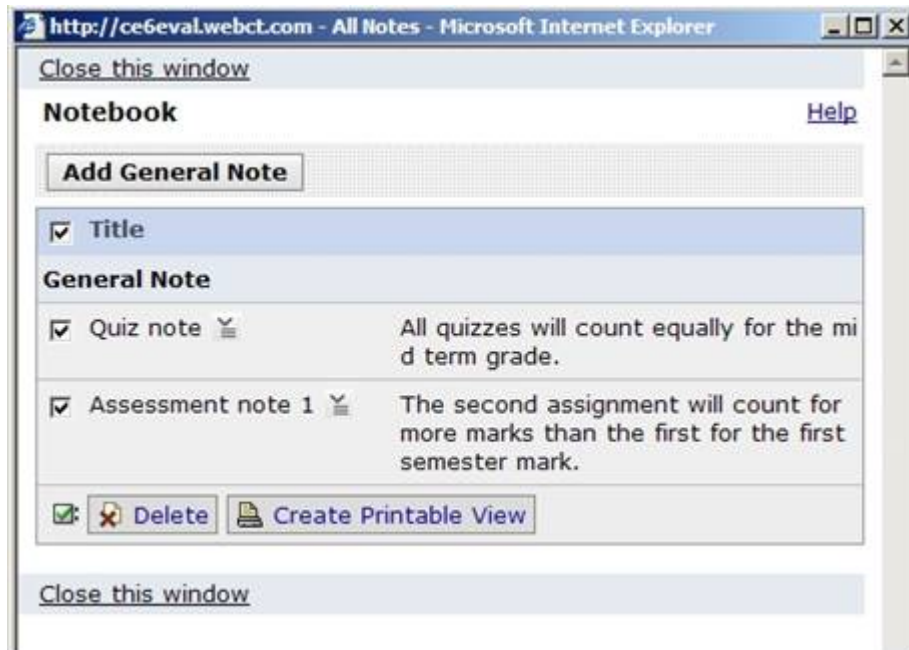


Figure 4-5

2. Select the notes that you would like to print by clicking the check box to the left of the note title. A tick appears in the check box.
3. Click on the **Create Printable View** button. The **Compiled Notes** window displays as seen in figure 4-6.

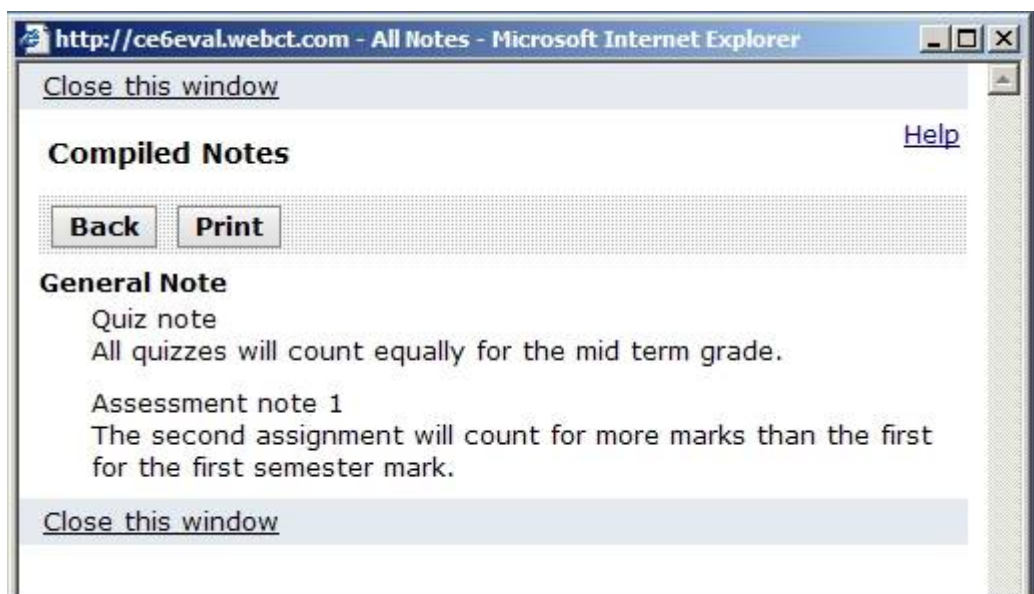


Figure 4-6

The two options in figure 4-6 are you may either use the back button to return to the previous screen or you may print.



4. Click on the **Print** button. The **Print** window opens. This print window may vary according to what type of browser you use. In figure 4-7, the browser in use is Microsoft Internet Explorer.

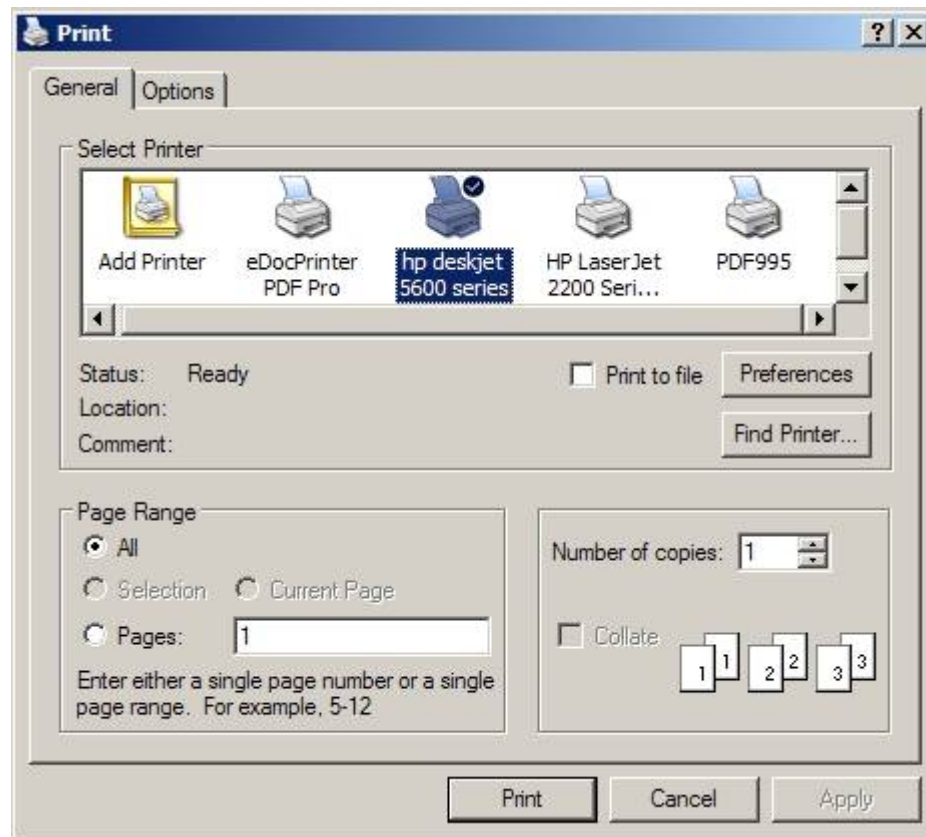


Figure 4-7

5. Follow the usual prompts to print from your computer. The document is printed.
6. When the page is printed click on the **Close this window** link to close the window.

## Deleting General Notes

1. Click on the **Notes** link from the **My Tools** menu. The **Notebook** window opens.
2. Select the note that you would like to delete by clicking on the check box to the left of the note title. A tick appears in the check box.
3. Click on the **Delete** button. A window opens stating: **Are you sure you want to delete all selected links?** as seen in figure 4-8 on the following page.



Figure 4-8

4. Click on the **OK** button. The window refreshes and the note is deleted.

## Creating Learning Module Notes

The student may create notes that are specific to content pages or items in the learning module which could include:

- Media Library Collections
- Assignments
- Assessments
- Weblinks
- Discussions
- Chat rooms

These notes can be edited, printed or viewed by the students.

1. Click on the **Learning Modules** link from the left hand Course Tools menu. The **Learning Modules** screen displays as seen in figure 4-9.

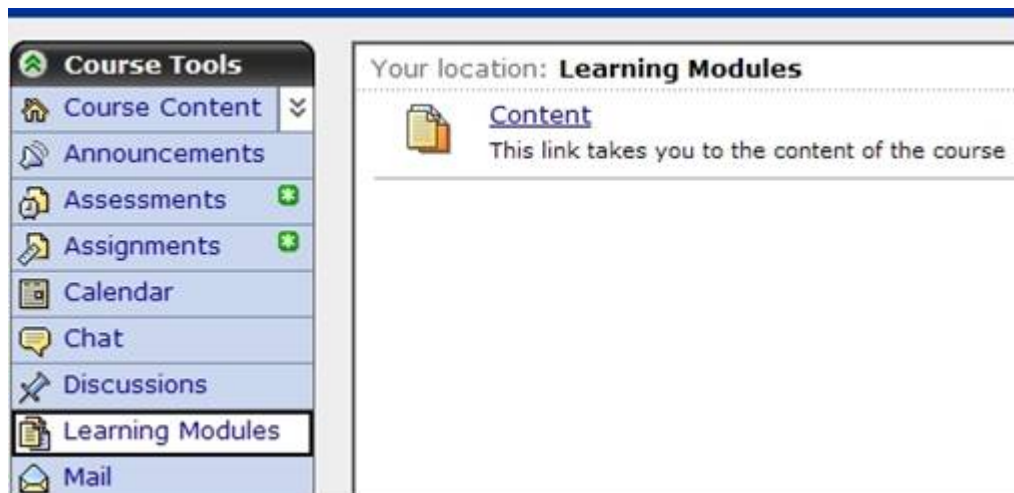


Figure 4-9

2. Click on the learning module title you would like to access. The selected **Learning Module** screen loads as seen in figure 4-10 on the following page.

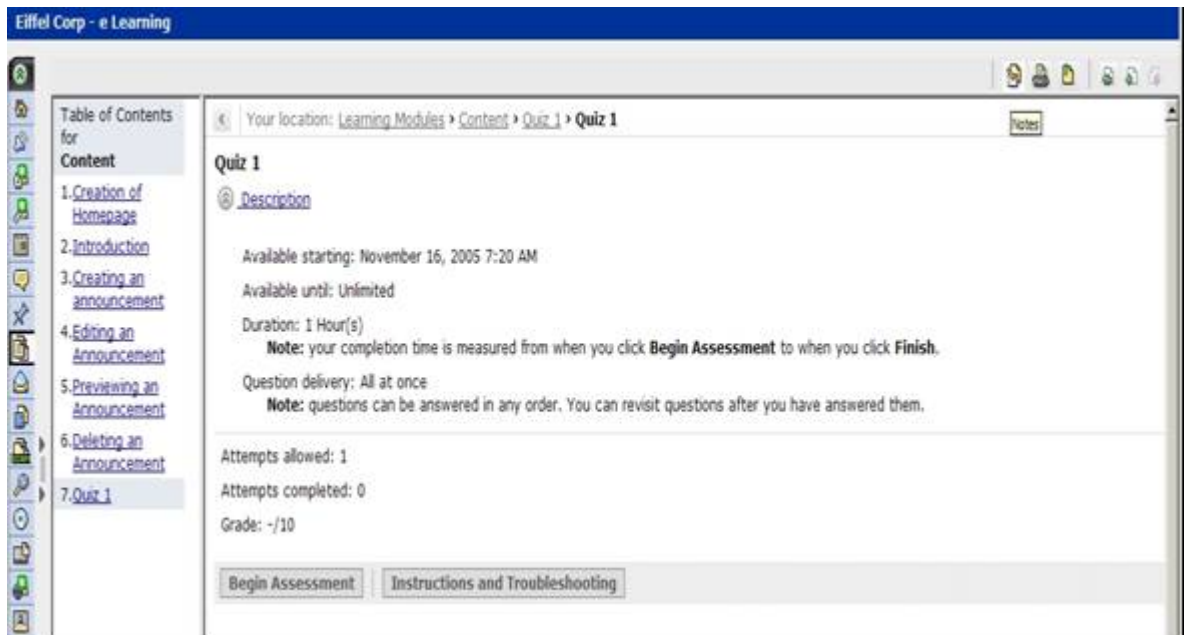


Figure 4-10

3. Click on the **Notes** icon found in the top right hand action menu as seen in figure 4-10. Notes for the selected page will display as seen in figure 4-11.

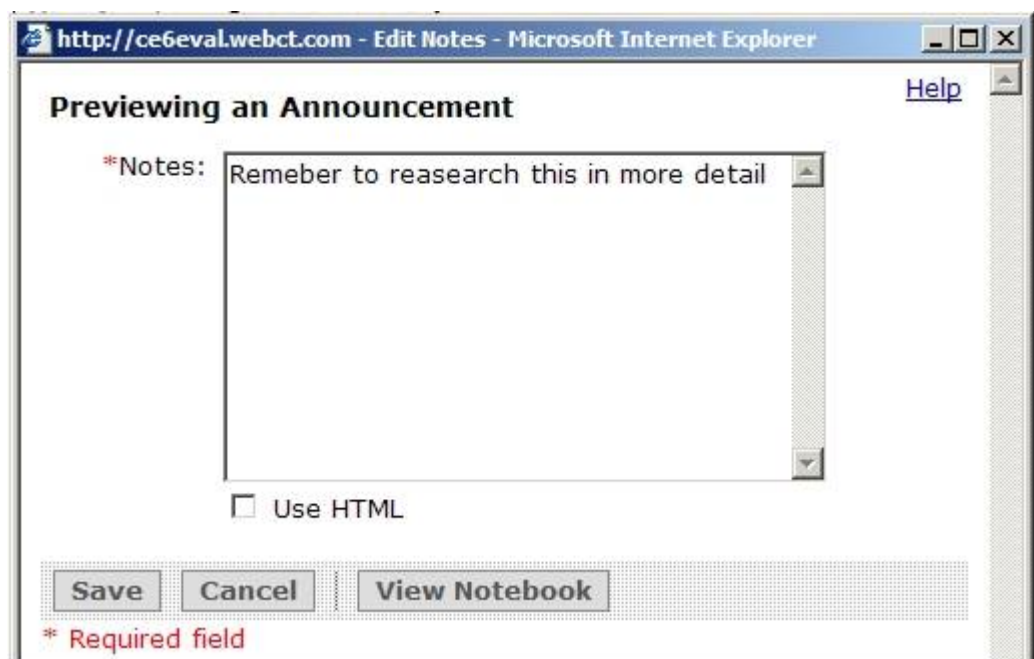


Figure 4-11

In figure 4-11 the content page that was accessed is called **Previewing an Announcement**.

4. Type in the note in the **Notes** text box.
5. Click on the **Save** button. The **General Notes** screen displays with the new note added as seen in figure 4-12 on the following page.

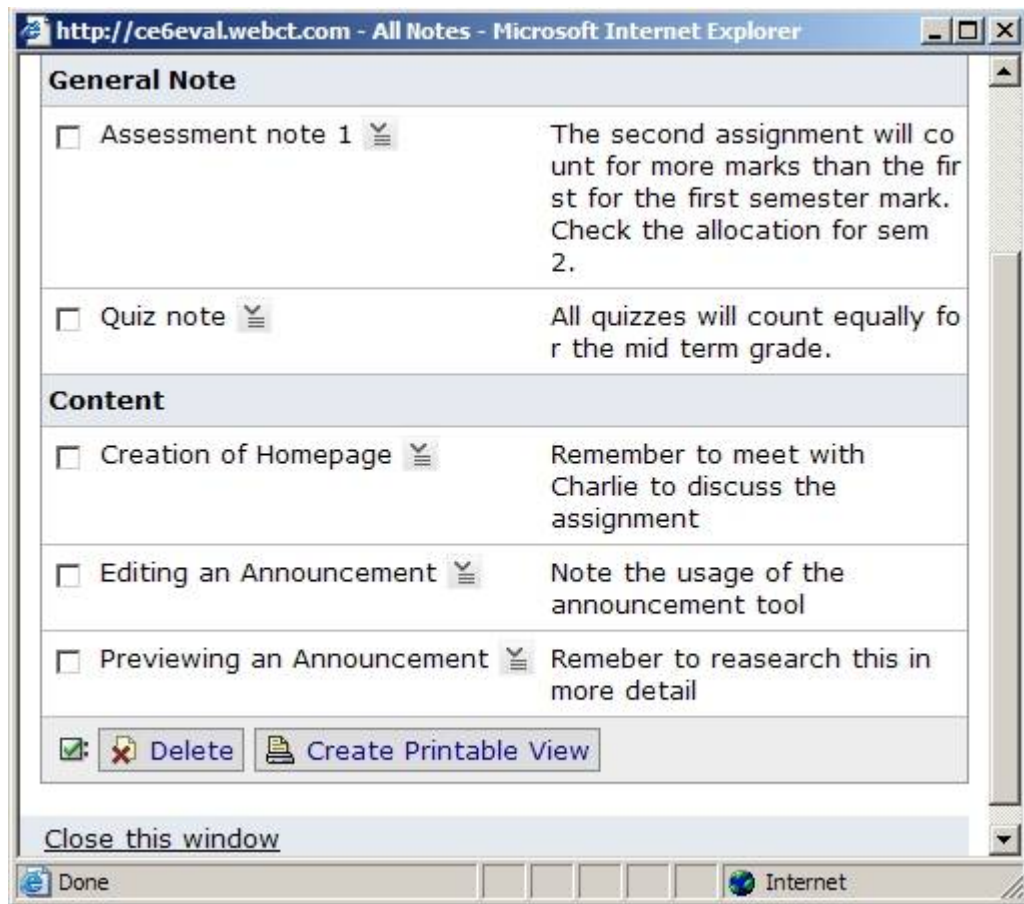


Figure 4-12

In figure 4-12 you will notice that the **General Note** is separated from the **Content** notes. General notes are notes that have been added using the **Notes** link in the **My Tools** menu. **Content** notes are notes that are created from a content page in a learning module.

## Editing Learning Module Notes

1. Click on the **Learning Modules** link from the left hand Course Tools menu. The **Learning Modules** screen displays.
2. Select the learning module title you would like to access. The learning module loads.
3. Select the content page (which you would like to access) from the table of contents. The selected page displays.
4. Click on the **Notes** icon from the action menu. The notes for the selected content page window displays as seen in figure 4-13 on the following page.

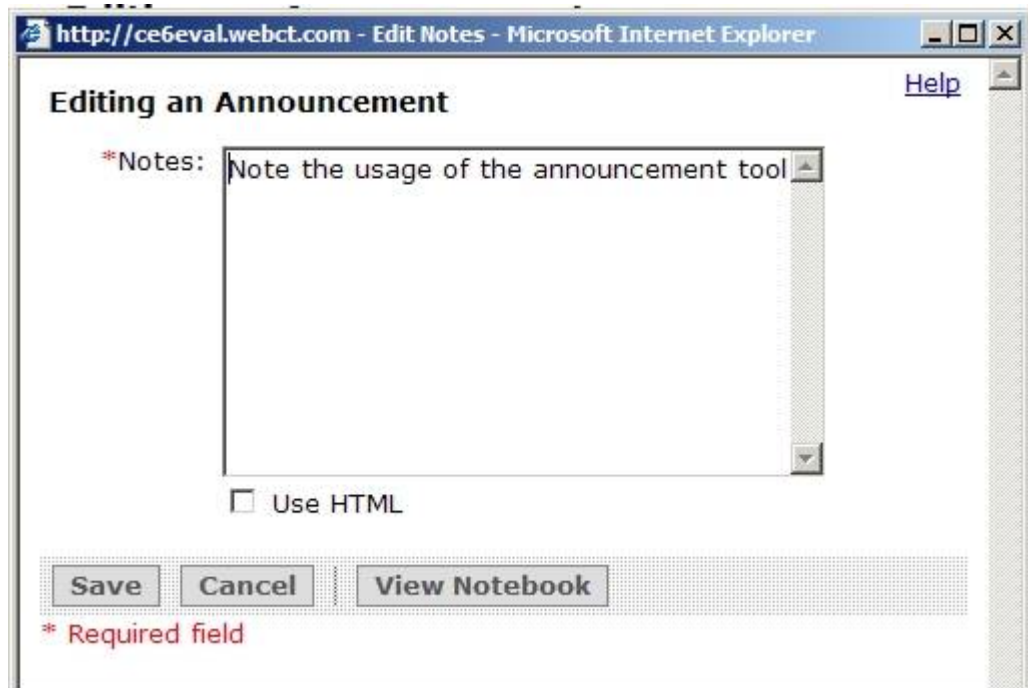


Figure 4-13

5. Edit your note title or note.
6. Click on the **Save** button. The screen refreshes and the edited note displays. See figure 4-14.

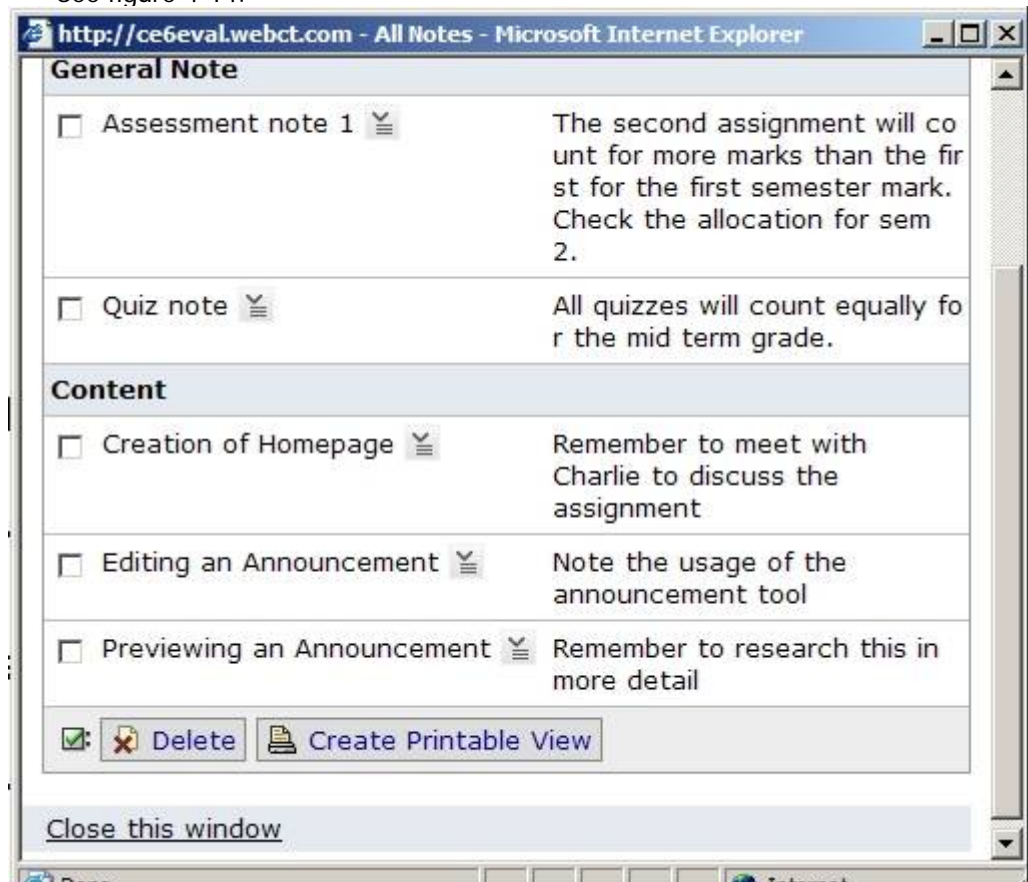


Figure 4-14



## Printing Learning Module Notes

1. Click on the **Learning Modules** link from the left hand Course Tools menu. The **Learning Modules** screen displays.
2. Click on the title of the learning module that you would like to access. The **Learning Modules** screen displays.
3. Click on the **Notes** icon. The note window displays with the title of the content page at the top of the window as seen in figure 4-15.

Note: If you click on the **Notes** icon and the window seen in figure 4-16 on the following page opens, step 4 (which is clicking on **View Notebook**) will not be necessary.

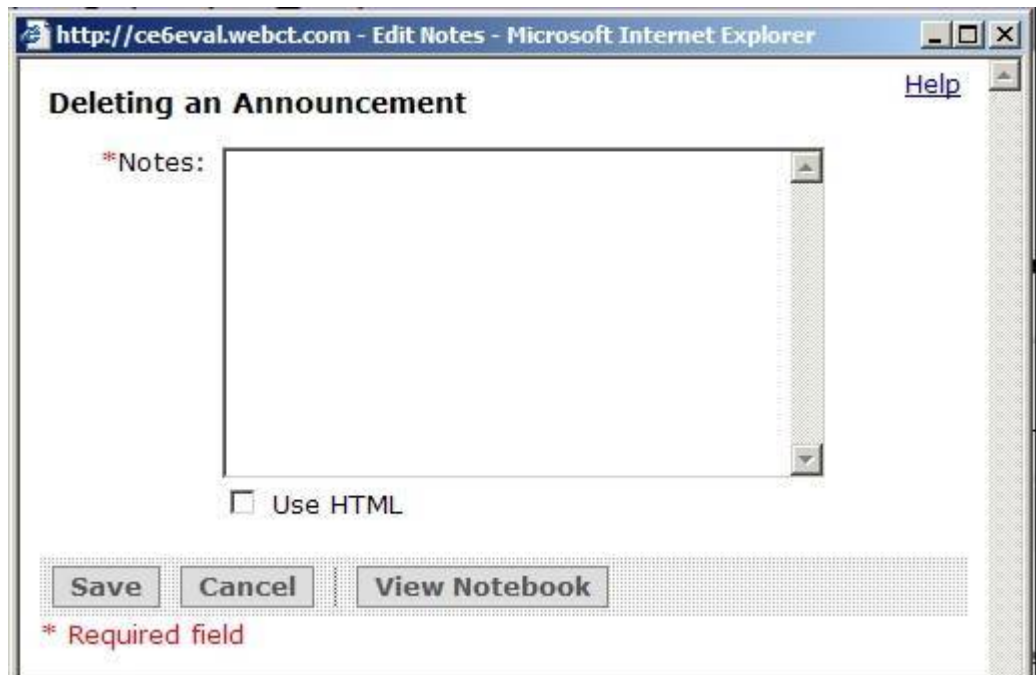


Figure 4-15

4. Click on the **View Notebook** button. The **Notebook** window displays as seen in figure 4-16 on the following page.

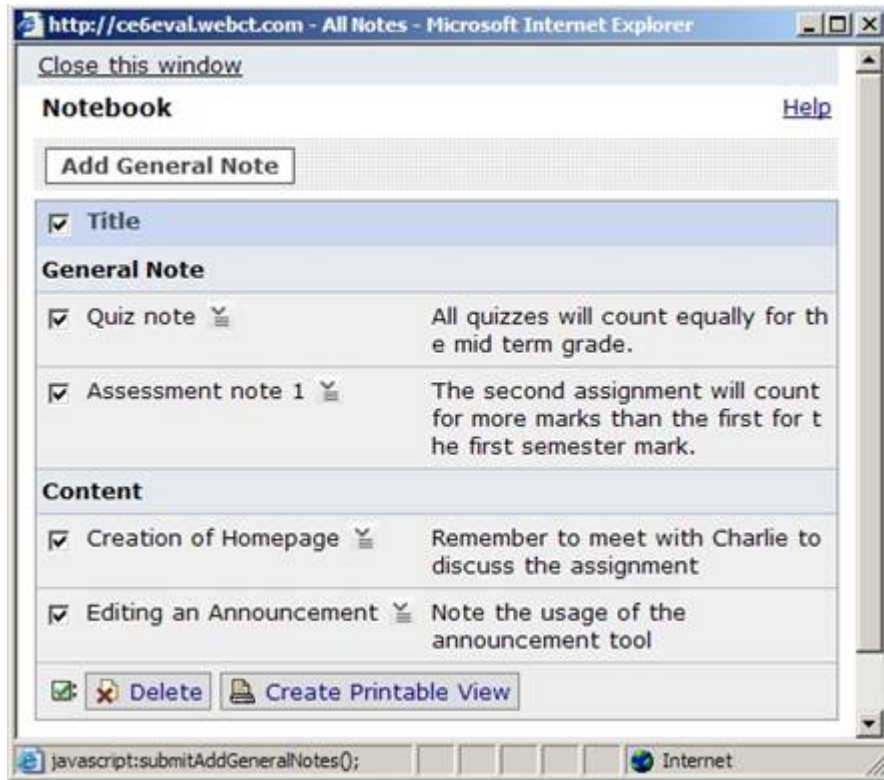


Figure 4-16

5. Select all the notes you would like to print by clicking on the check box to the left of the note title. A tick appears in the check box of all the items that have been selected. See figure 4-16.
6. Click on the **Create Printable View** button. The **Compiled Notes** window displays with the option of going back or printing. See figure 4-17 on the following page.

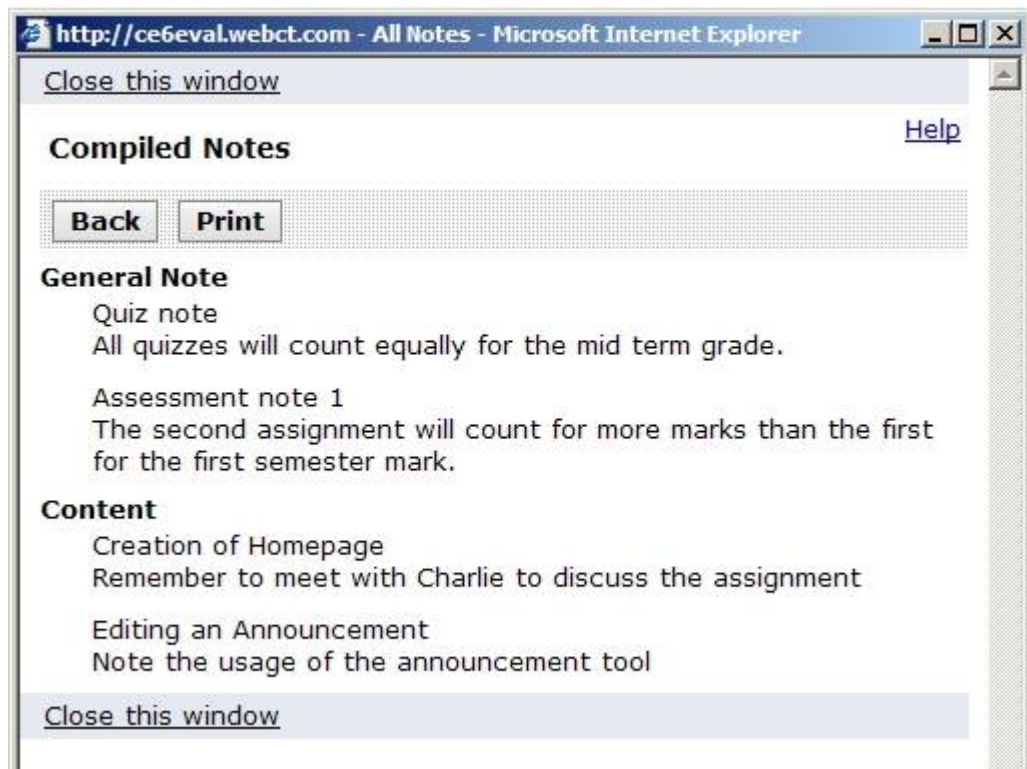


Figure 4-17

7. Click on the **Print** button. The **Print** screen displays.
8. Follow the usual prompts to print the page.
9. When the page is printed click on the **Close this window** link to close the window.

## Deleting Learning Module Notes

1. Click on the **Learning Modules** link from the left hand **Course Tools** menu. The **Learning Modules** loads.
2. Click on the title of the learning module you would like to access. The **Learning Modules** screen displays.
3. Click on the **Notes** icon. The note screen displays with the title of the content page at the top of the window.

Note: If you click on the **Notes** icon and the window seen in figure 4-18 on the following page opens, step 4 (which is clicking on **View Notebook**) will not be necessary.

4. Click on the **View Notebook** button. The **Notebook** window displays as seen in figure 4-18 on the following page.

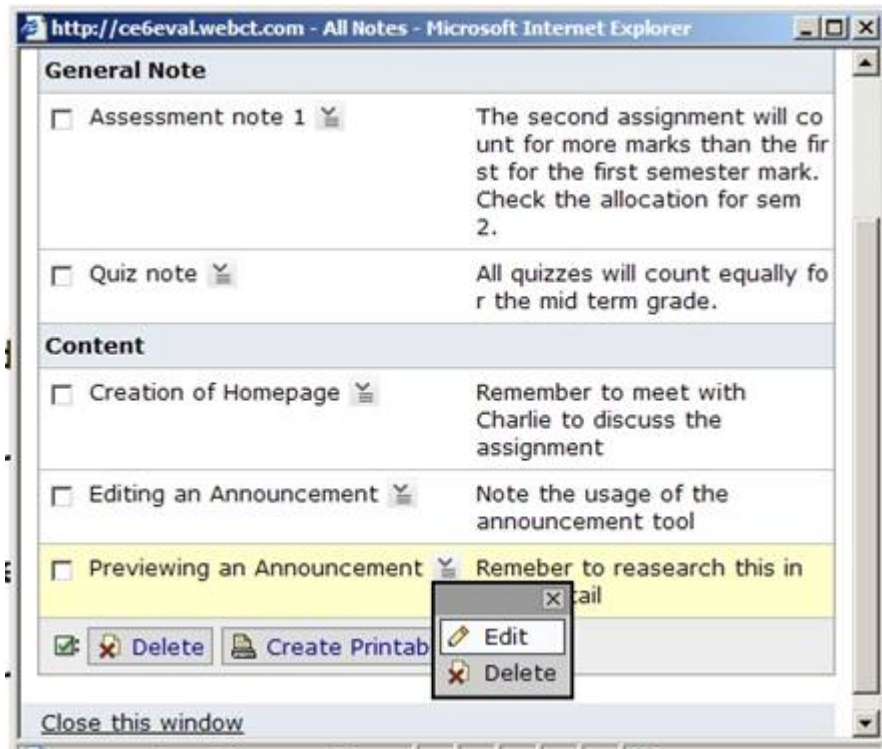


Figure 4-18

5. Select the action link to the right of the note you would like to delete. A drop-down menu appears. See figure 4-18.
6. Select the **Delete** option from the drop-down menu. A new window appears stating "**Are you sure you want to delete the link?**"
7. Click on the **OK** button. The screen will refresh, deleting the selected note.