



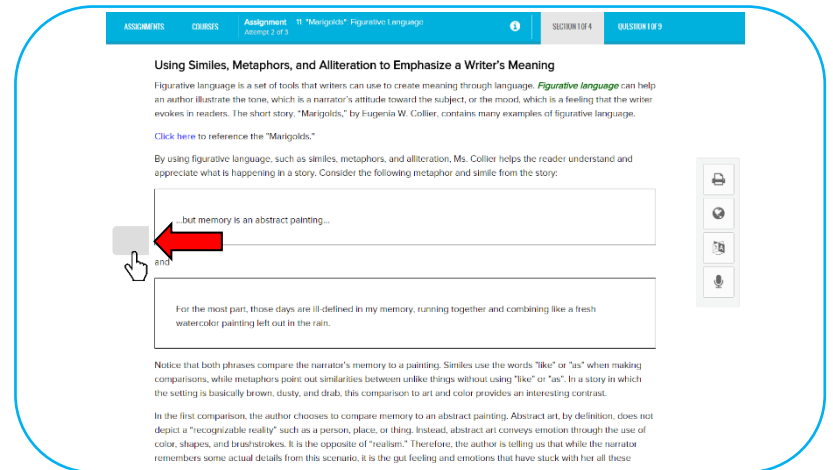
# Taking Notes in Odysseyware

## Quick Start Guide

Learn to take notes to retain information and stay organized while working through your courses.

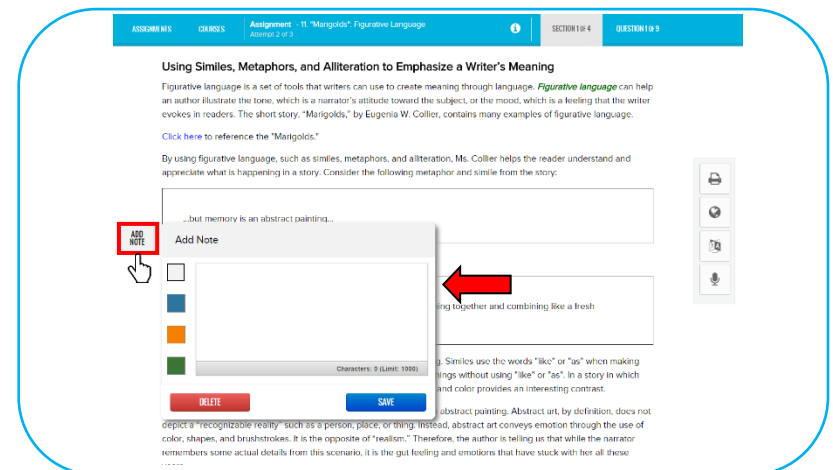
**1** As you read through your lesson or project, **hover over the left side of the page** when you find a place you want to take a note.

- **Grey tabs** will appear as you hover to the left of your assignment.



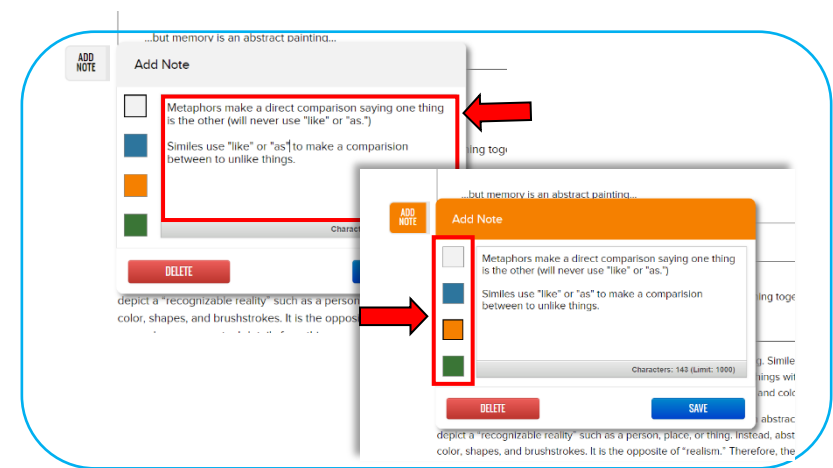
**2** Click on the **grey tab** where you want to leave your note.

- An **Add Note** box will appear once the grey tab is clicked.

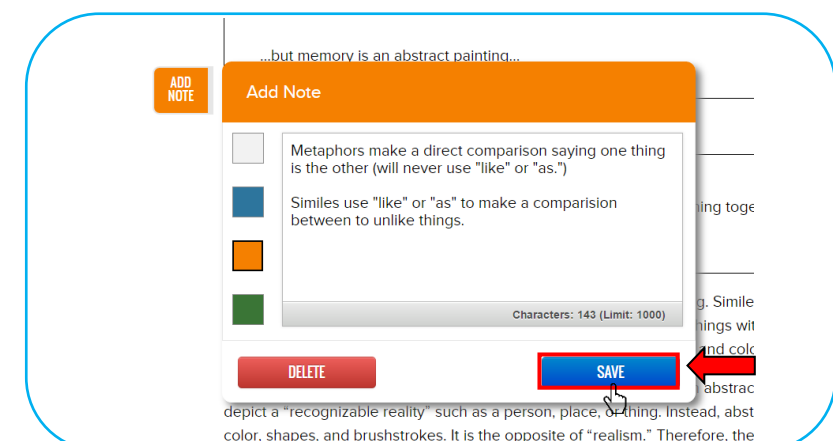


**3** Type your note into the window of the Add Note box and **color-code** accordingly.

- Notes can be copied and pasted if needed.



**4** Click **Save** when you have completed taking and coding your note.



**5** Once saved, Add Note will change to **My Note**.

- Notes can be accessed by clicking on the My Note tab.
- Notes can be printed through the **Print** option in your support tools.

