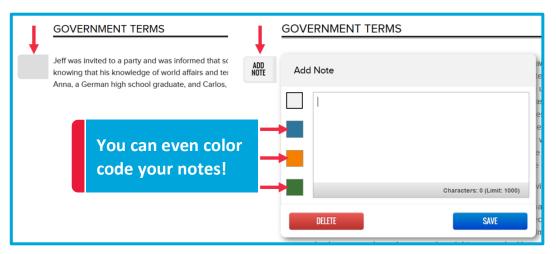


You can add and save digital notes in your assignments. These can be SUPER useful when you need to review for quizzes and tests!

- 1. Put your cursor in the left margin where you want to add the note.
- 2. When you see the gray tab, click it and type your note in the box.
- 3. Click SAVE.



AWESOME! So...what should you take notes on anyway?

Good question! The answer is: You should take notes on <u>anything</u> you feel is important or that will help you remember what you have learned. Here's a hot tip:

It's better to have TOO MANY notes than not enough!

Here are a few other ideas of what to takes notes on:

OBJECTIVES

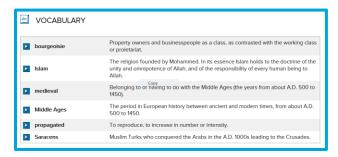
At the beginning of each assignment you will see **OBJECTIVES.** These tell what you should be able to do by the time you are done with the assignment. Pretty nice, huh? We like to be helpful like that \odot



→ Take notes on anything you learn that relates to the objectives for the assignment.

VOCABULARY

After the objectives, you will see **VOCABULARY**. These are the words that will help you understand the topics you are learning about in the assignment.



Add a note whenever you see a vocabulary word used in the assignment. That way, you can go back later and review the word in the context of the assignment. This will help you to better understand what it means. Remember that you can click the button to next to the word so you can hear how to pronounce it.

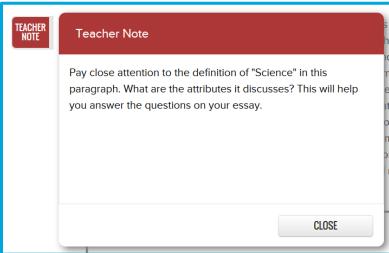
IMPORTANT INFORMATION

This goes back to what we said earlier. Anytime you see something that seems important, it's a good idea to add notes to help you remember them. Here are just a few examples of things to watch for and add notes about:



Add short summaries, key points or ideas, or even fun ways to remember the information. This will be helpful when you come back to review them later. Your notes might even help you complete projects and other assignments.

for you. They might do this to highlight something important, remind you of something you may have missed, or to provide more information about what you're learning. Teacher Notes look like this:



Pay close attention to Teacher Notes. They may provide valuable information to help you complete your assignments successfully!

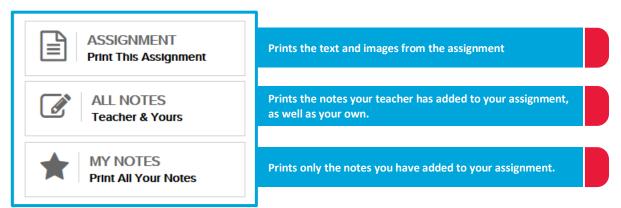


What if you could print your notes too? Good thing you can do that, right?

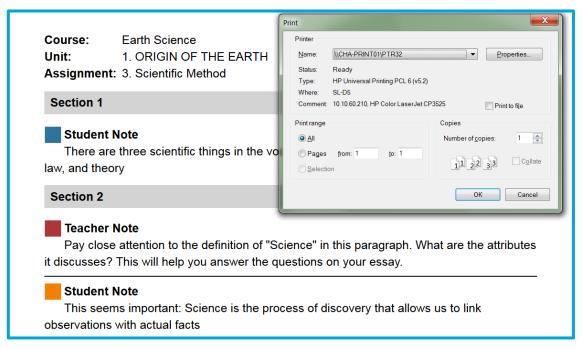
1. In the toolbar on the right side of the screen, click the PRINT icon.



2. Click on what you want to print.



3. A new window will open. Click CTRL+P (PC) or Command+P (Mac) to print.



Happy note-taking, awesome person!