How to Add Additional Classes to Your Note Taker Application

1. Select Note Taker from the Online Portal Main Menu.

2. A new page will display, welcoming you to the Note Taker module. Select the “Course/Notes” icon to continue.
3. Within the Courses/notes section, all courses you have currently applied to be a note taker for. Below this list, is a button entitled “Add a new potential course”. Click this button to begin adding additional classes.

4. A new page will display, listing any additional course(s) you are enrolled in, but have not currently applied to be a note taker for.
5. Place a check-mark next to any course(s) you wish to add to your previously selected courses eligible to become a note taker for. Once the check mark is listed, select the “add selected course(s) button to continue.

6. You will be redirected back to the original Courses/Notes page. Any new classes will now be displayed within your course listing.
7. Upload your sample notes to complete your application for any new course(s) added.
   a. For instructional information about uploading your sample notes, please see the “How to Upload Sample Notes” document.