How to view sample notes and select a Note Taker

1. Select “Course Notes” from the Main Menu.

2. Select “Courses/Notes” from the Welcome page.
3. Under “Note Taker Availability, choose “Select a Note Taker” for the course for which you wish to view sample notes.

4. This page displays the sample notes that have been uploaded by potential Note Takers. Select “Check sample notes” to view the sample notes of a particular potential Note Taker.
5. Click on the sample notes to view.

6. Once you have decided on a Note Taker, select “Choose this Note taker” within the “Action” section to confirm your decision.
7. A pop-up window will appear, asking you to confirm your selection. Select “OK” to confirm.

8. You will return to your course listing page. A confirmation notice will appear at the top of your screen to indicate you have successfully selected a Note Taker for the desired course.