

Taking Notes

As you are studying, you can take notes directly within Engage.

If you find text that is particularly important, you can highlight it. You can also add a note to your highlight. The note can even include URLs to external resources that are clickable directly from your notes for easy access.

You can use notes to ask your instructor questions. See the article on [Asking Questions](#), [Viewing Answers](#), [Adding Notes](#) to learn more.

Tools to Categorize Notes

You can create highlights in four different colors, which you can use to create a system for organizing the notes in your text. Tags are another tool you can use to organize your notes because later you can filter your notes by the tags you create. A good example of the use of tags is the creation of an electronic study guide. If you use a tag, such as **exam 1**, to indicate that certain material may be on an exam, you can filter the notes based on the **exam 1** tag and focus your studying on that material.

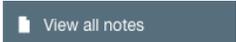
Instructors also have these tools to take notes in the course materials. Your instructor's notes are visible to you in-line with the text. Just like your notes, you can click on your instructor's highlights to read the note to help you with your studying.

Options for Sharing Notes with Others

The notes you take are visible to your instructors, unless you change your sharing settings to hide your notes. Some instructors like to give students credit for the number and quality of the notes that students take. If you hide your notes, your instructor will still know how many notes you took on the course material, but will not see the text of the notes.

Students can choose to share notes with each other. See the article on [Collaborating with Others](#) for instructions on sharing your notes with your classmates.

Filters for Finding Particular Kinds of Notes

When you click the page options button  and select the **View all notes** button , the notes summary view appears with all the notes in the material. Here you can filter the list of notes to include those that:

- Exist on a particular page in the material
- Were written by you
- Were written by your instructor
- Have specific tags
- Were written by particular classmates (this option appears only if your classmates have shared notes with you)

You can print or export your notes, for example, to create a printed study guide. The filter you apply to the notes you are viewing in the notes summary view also determines which notes you [print or export](#).

Viewing Notes

You can view your instructor's notes, your own notes, and the notes that your classmates share with you. You have three options for viewing notes. You can:

1. Click the highlight on the page. When you click the highlight, a pop-up window appears with the note. Notes that apply to the whole page do not have a highlight, so use one of the other two methods to see a complete list of notes for the material.
2. While reading the course material, click the View all notes button in the page options menu to display the notes summary view. Click the close button  again to close the notes summary view and go back to reading.
3. While viewing the list of all your materials in the Courses view, click the notes indicator that appears just below the title.

From the notes summary view you can create a note by clicking the **Add Note** button  at the top of the screen.

NOTE: You can edit your own notes wherever you view them. On the notes summary view, look for the pencil icon  to make changes.

Taking Notes on Text

Use these steps to take notes on a passage in the text:

1. Go to the page in the materials where you want to take notes.
2. Click and drag your mouse to highlight the text that you want to take notes about.
3. (Optional) Click the highlight.
A window appears where you can choose to do any of the following:
 - Change the highlight color.
 - Type a note in the **Note text** field.
 - Enter tags separated by commas to categorize the note. You can filter your notes later based on the tags.

- Select the **Post as a question?** checkbox to make this note appear as a question to your instructor. See [Asking Questions](#), [Viewing Answers](#), [Adding Notes](#).
4. Click **Save**.

Taking Notes on a Page

Use these steps to take notes that apply to an entire page (as opposed to notes that are specific to a particular passage in the text):

1. Open the course material where you want to take notes.
2. Click the page options button  and select the **View all notes** button . The notes summary view appears.
3. Click the **Add Note** button . The **Edit Note** window appears.
4. Enter the page number in the **Page Number** field.
5. Type your note in the **Note** field.
6. Leave the **Add cited material** section empty for notes that apply to the whole page.
7. (Optional) Enter tags separated by commas to categorize the note. You can filter notes based on the tags.
8. (Optional) Change the **Color label**.
9. (Optional) Toggle the **Post this note as a question?** switch to make this note appear as a question to your instructor. See [Asking Questions](#), [Viewing Answers](#), [Adding Notes](#).
10. Click **Add Note**.

Printing or Exporting Notes

After you have used the filter tools to determine which notes you want to see, use these steps to print the notes or export the notes to a CSV file:

1. Open the course material from which you want to print or export notes.
2. Click the page options button  and select the **View all notes** button . The notes summary view appears.
3. Use the filter tools on the left to determine which notes appear in the list.
4. Click the **Print** button to print the notes.
5. Click the **Export** button to export the notes in a CSV file, which can be opened in Microsoft Excel or other spreadsheet programs.