

# Using the notes tool

## Step-by-step guide for all users

For Blackboard Vista 4.x


The **Notes** tool allows you to type notes and save them as you work through your course. Your notes cannot be seen by anyone else in the course.

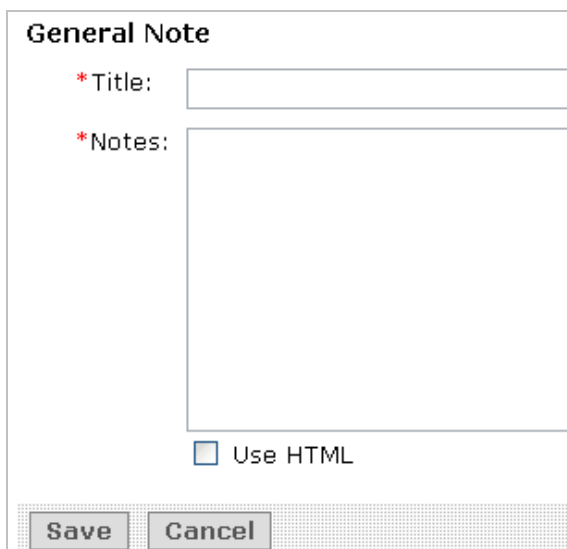
There are two types of notes:

- General notes
- Learning module notes.

## General notes

General notes normally apply to the whole course and are not specific to any particular content page.

1. Notes can be accessed from **My Tools**, on the left of your screen. Click on the **Notes**  icon.
2. In the pop-up window, click **Add General Note** to create an entry.



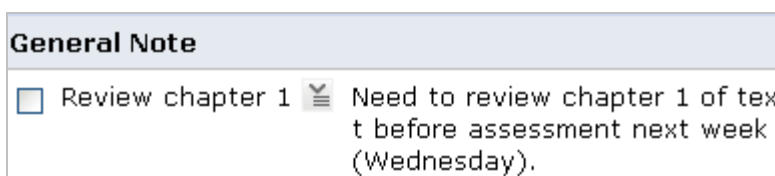
**General Note**

\*Title:


\*Notes:

Use HTML

3. Provide a title for your notes, type in the notes and click **Save**. Next time you access the **Notes** tool, the notes you saved will be displayed.



**General Note**

Review chapter 1  Need to review chapter 1 of text before assessment next week (Wednesday).

4. Click on the *ActionLinks*  icon next to the note to edit or delete the note.

## Learning module notes

Learning module notes are used to save notes that are relevant to a particular page in a learning module.

1. Learning module notes can be accessed from the **Learning Module** action menu.



2. The title for your notes is the title of the page you are working on.
3. Type in your notes and click **Save**.
4. Next time you access the **Notes** tool from the same page in the Learning module, the notes you saved will be displayed. You can add to the notes or delete them.
5. To see all **Notes**, click on **View Notebook** or click on **Notes** under **My Tools**.



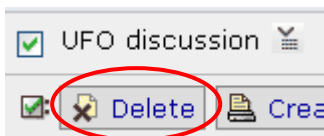
## Create a printable view

You may want to put all of your notes together in one document — compile them. To do this you use the *Create Printable View* facility.

1. From **My Tools** click on **Notes**,  
or  
From within a learning module, click on the **Notes** icon and then **View Notebook**.
2. Click in the box beside each of the notes you would like to compile.
3. Click on **Create Printable View**. The notes will display as one document.
4. Click **Print** to print the document.
5. Click **Back** to return to your list of all notes (Notebook).

## Delete notes

1. From the **Course Toolbar** click on **Notes**,  
or  
from within a learning module, click on the **Notes** icon and **View Notebook**.
2. Click in the box beside each of the notes you would like to delete.
3. Click on **Delete**.



### References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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