

HOW TO UPLOAD NOTES INSTRUCTIONS

Submit notes to notetaker.ung.edu within 24 hours after class.

At the top of the page, write or type the name of the class, the instructor's name, page number and date.

Save a copy of the notes (save to a personal desktop or the P: Drive on a UNG computer).

Login to notetaker.ung.edu by clicking on the desktop icon in the bottom right corner of the screen.