

La Trobe University

**Learning Management System
LMS/WebCT
Guide for Students**

TAKE NOTES

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Take Notes

If the Notes tool is being used in your unit, it will appear in the Action Menu at the top of each page of a Learning Module. It will also appear as a link in **My Tools**.



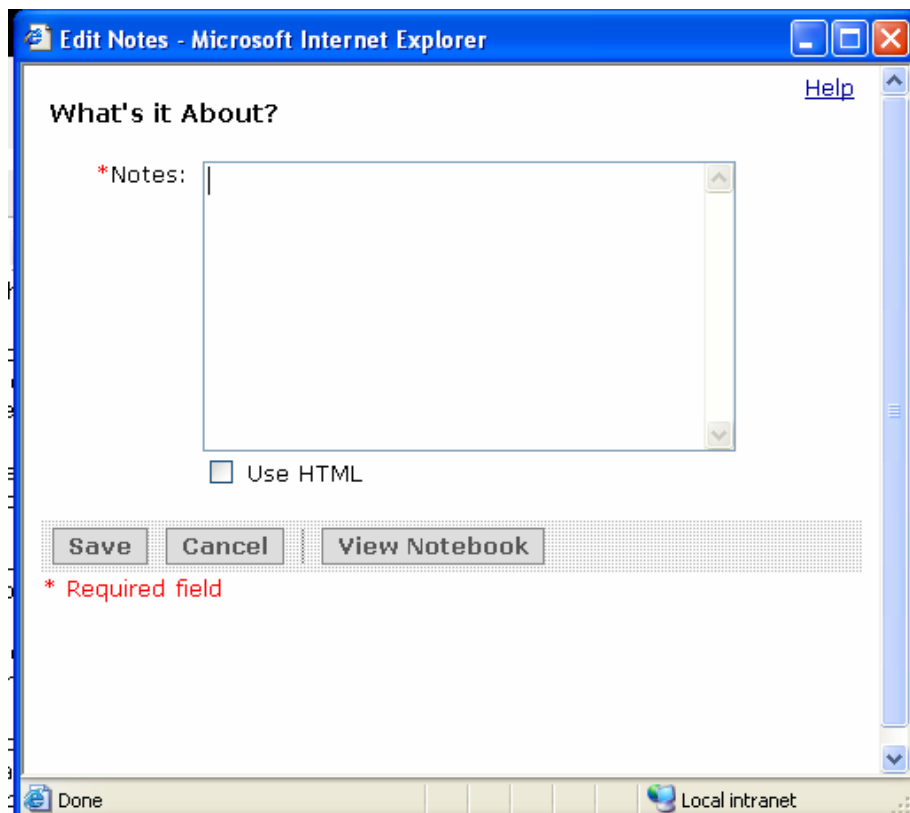
With the **Notes** tool, you can create general or learning module notes to use as a reminder or study aid. **General Notes** are relevant to the entire course; learning module notes are relevant to specific content within a learning module, such as a quiz or discussion topic.

You can create one note per item in a learning module. Your notes are private and cannot be viewed by other participants in your unit.

Learning module notes must be created from within a learning module. However, you can edit learning module notes and create **General Notes** when you have accessed the **Notes** tool under **My Tools**.

Any notes you create in a learning module are added to your notebook, which also lets you create general notes. You can access your notebook by clicking the Notes icon from the action menu.

- From the item, in the **Action Menu**, click the **Notes** icon.
- In the **Notes** text box, enter your note:



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- To enter the note in Plain Text format, enter the text. The note will appear exactly as you have typed it.
- To enter the note in HTML format:
 - Select Use HTML.
 - Enter HTML code.
- Click Save.