

## Taking Notes

As you work through your online courses, you should always be on the lookout for key ideas, connected concepts, and important questions. The Notes tool in Buzz helps support this kind of active learning, giving you a quick and easy way to create your own personal study guide for any class.

There are two main types of notes: course level and lesson level. Course notes are about the class as a whole, while lesson notes apply to specific activities and pages.

First, let's create a course level note. Login to Buzz and click a course card. You'll see the notes icon. Click here to open the note-taking panel, and then click the plus sign icon to start a new note. Type your note and press save when done.

To create a lesson-level note, open your course syllabus and select an item. You can add a note to any activity, learning object, or quiz. For this example, let's open a lesson and take a note about something we've learned.

Click on the note icon, then click the plus sign icon to begin your lesson-level note, and save when finished.

You might have noticed your course level note doesn't appear here, but don't worry. It's waiting for you on the course landing page. To view it and all other notes, click [Go To All Notes](#).

From here, you can click [All](#) to see all notes from every class, or you can filter your notes by course. Notice the link under each entry. Course notes link back to the course landing page, while lesson notes link back to their lesson, activity, or quiz.

Keep in mind that these bookmarks take you to the first page of a lesson, so it's a good idea to include the page number of the content you're taking notes on. Let's edit our note to add a page number.

Click on the text of a note to edit. You can save your changes, cancel them, or delete the note altogether by clicking the trash can icon.

Make sure to add to your notes often, and review them every study session, and you'll be well on your way to getting that "A."

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