

## Uploading Notes to STARS

Log into STARS. On the left-hand side of the page select the Notetaker icon.



In the Assignments menu, select Upload and View Notes.



Fill out the File Information by selecting the Class,

A screenshot of the "FILE INFORMATION" form. The title "FILE INFORMATION" is in bold black text. Below the title, there is a label "Class \*:" followed by a dropdown menu. The dropdown menu currently shows "Select One" with a downward arrow. Below the dropdown menu, there is a "Days" section with a "Select One" dropdown menu. Below that, there is a "Days" section with a grid of checkboxes for each day of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The "Monday" checkbox is checked. Below the grid, there is a "Select File" button.

