

## HOW TO UPLOAD NOTES INSTRUCTIONS

Submit notes to [notetaker.ung.edu](http://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](http://notetaker.ung.edu) by clicking on the desktop icon in the bottom right corner of the screen.