

Accessing My Notes

PageOut® offers the instructor the option of using Student Notes in their courses, by making it available for students through their course settings. This feature allows students to create and save electronic notes while they are visiting the course web site. The students may also print their notes or download them to a text file. Your instructor may not have activated this feature if the Student Notes link does not appear in the upper right hand corner.

Login into My Notes

1. Click on the “My Notes” link.
2. Enter your User Id and Password in the fields provided to access the “My Notes” feature.
3. My Notes will appear in a new browser window which will look like a pop up window. **NOTE: If you have a pop up stopper enabled, it may not allow this window to open.**
4. As you navigate from page to page within PageOut®, you can take notes from materials that the instructor has posted in the Course Content area. Notes can be taken within any McGraw-Hill products that are tied to the course. Example, if your instructor has the Online Learning Center linked in PageOut, as long as you logged in through PageOut you can take notes from the site.
5. In the dialog box, you can type the notes that pertain to the certain subject that you are viewing on the page.
6. Notes can be “saved”, “cleared”, “closed”, and “downloaded” when clicking on the proper button below the note.
7. If you click on the “Download” button, your notes will be saved in a text file on your hard drive.
8. You can also print your notes via the Printer-Friendly Notes link at the bottom of the My Notes page. When you click on the link it will open a new browser window that will allow you to print the notes by clicking on the “Print” button.
9. There is also the option of “Formatting Tips” in the upper right hand corner of the My Notes page. When you click on the link a new browser window opens that will give you a listing of basic HTML tags that can be used in the body of the notes to enhance the appearance of your notes.