

## 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 at the top. Below it is a "Class \*" dropdown menu with "Select One" as the current selection. Below the dropdown is a "Days" section with a "Select One" dropdown and a list of days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Each day has a radio button next to it. At the bottom, there is a "Select File" button.

