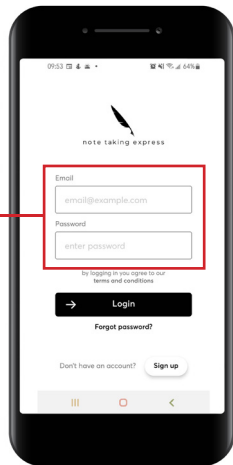




note taking express
User guides for Students

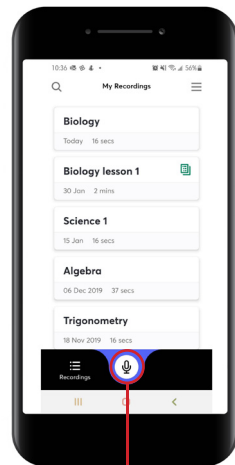
How to use the mobile application to receive notes

1.



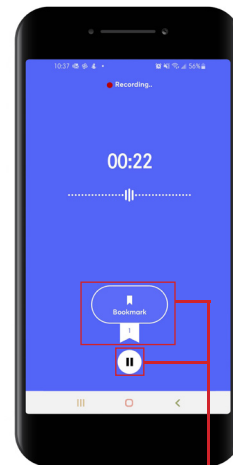
Enter your registered email address and password to login.

2.



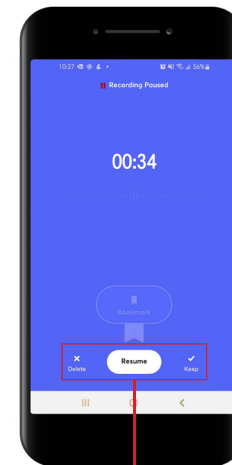
Press the 'Record' button to start recording.

3.



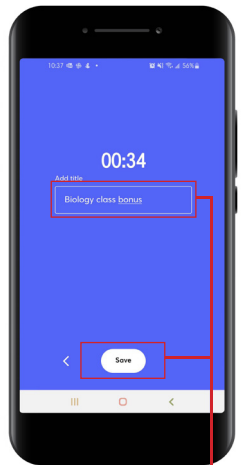
Press the 'Bookmark' button to mark important sections of your class. To stop or pause the recording, press the 'Pause' button.

4.



Once your recording is paused, you can either 'Delete', 'Resume' or 'Keep' the recording.

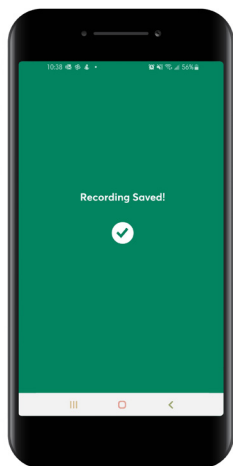
5.



Add a title to your project and click on the 'Save' button.

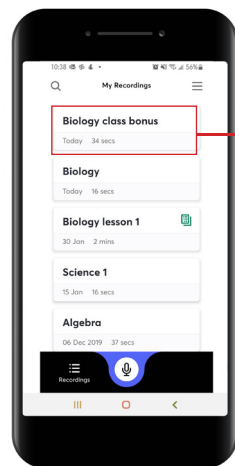
Download the mobile app:
Android devices: <https://play.google.com/store/apps/details?id=com.notetakingexpress.notetakingexpress>
IOS devices: <https://apps.apple.com/us/app/id1524310092>

6.



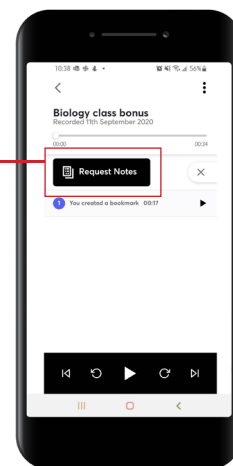
Your project is now saved.

7.



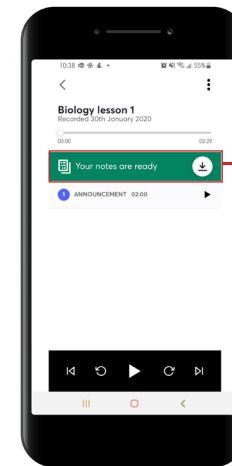
To send your project to a note taker, click on the project you just recorded and saved.

8.



Click on the 'Request Notes' button to send your recording to a note taker.

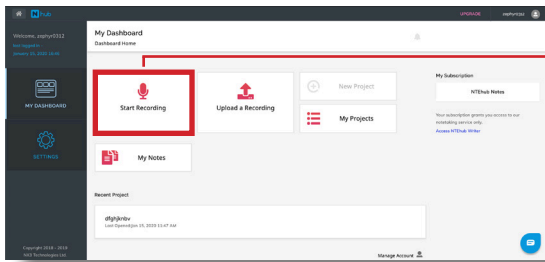
9.



Your notes will be sent to you once ready for reviewing.

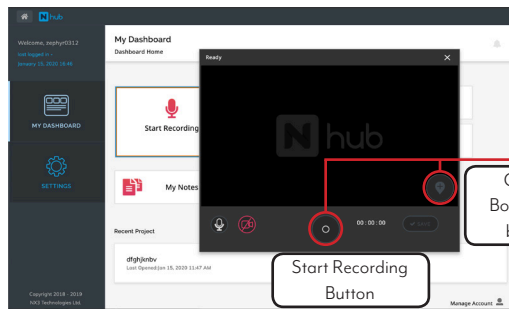
How to record an in-person class from the Note Taking Express hub?

1.



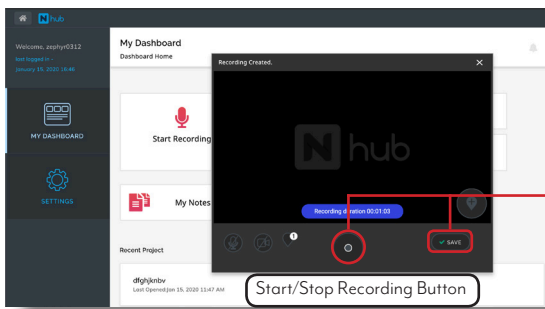
After logging in, please click on the 'Start Recording' button to record the in-person class.

2.



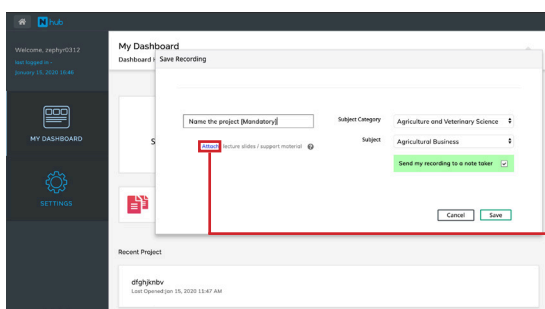
Click on the 'Start Recording Button' to record lectures. You can bookmark important sections of the class by clicking on the 'Create Bookmarks Button'.

3.



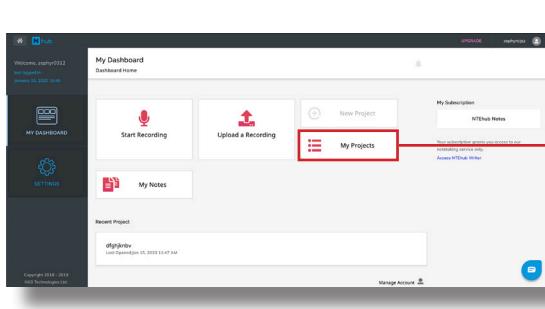
Click on the 'Stop Recording Button' to finish recording class lectures. Once done, click on the save button.

4.



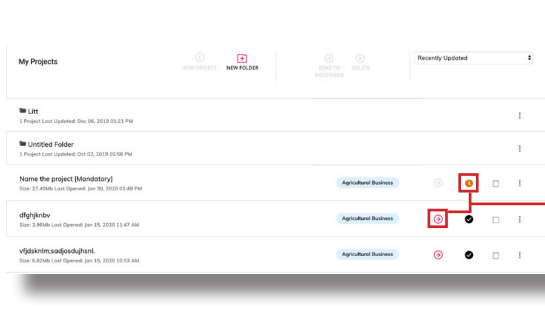
While saving your class recordings, please ensure to give it a title, assign a subject, assign a category and tick the 'Send my recording to a note taker' box. You can also attach any support material if you want. Click the 'Save' button.

5.



Also, just to be fully sure your notes have been sent to the note taker, please click on the 'My Projects' button to check the status of your recordings.

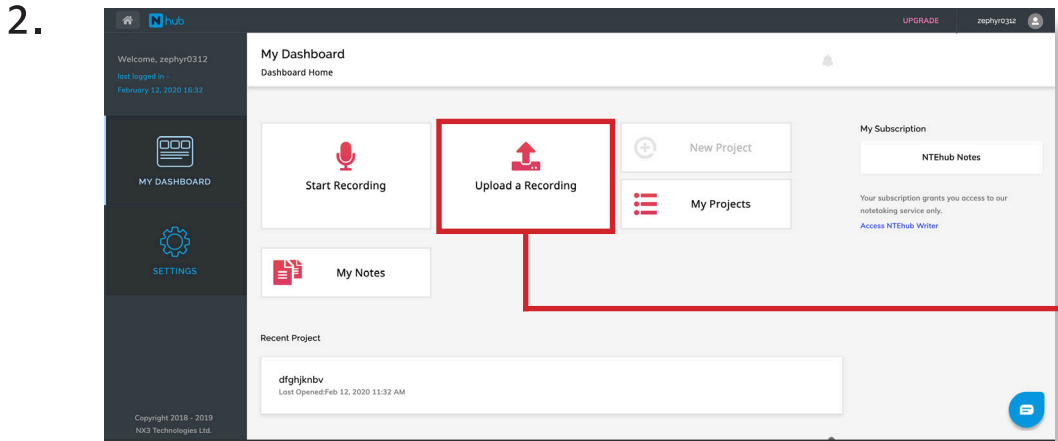
6.



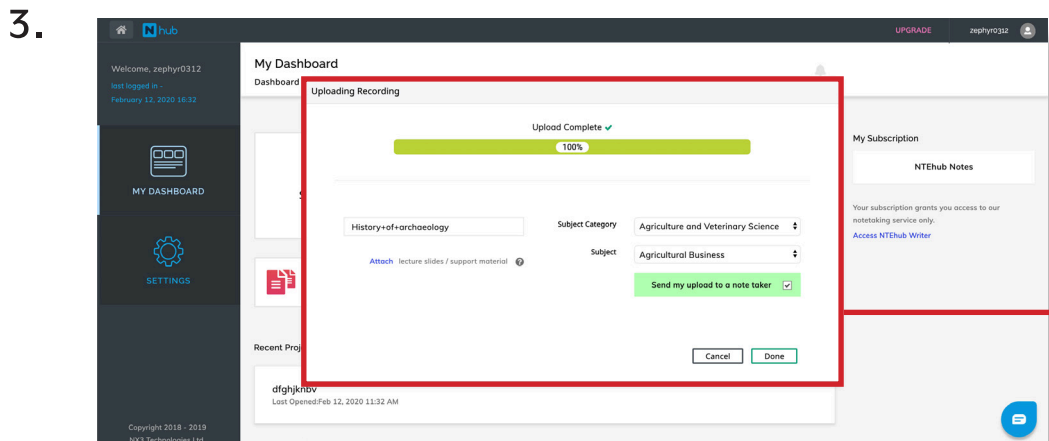
If you see an orange lock in the status column, that means your notes have been sent and are being worked on. If the send button is highlighted, it means your recording has not been sent. If you see this symbol, please click on it to send your file to the note taker.

How to Upload Recording to the Note Taking Express Hub?

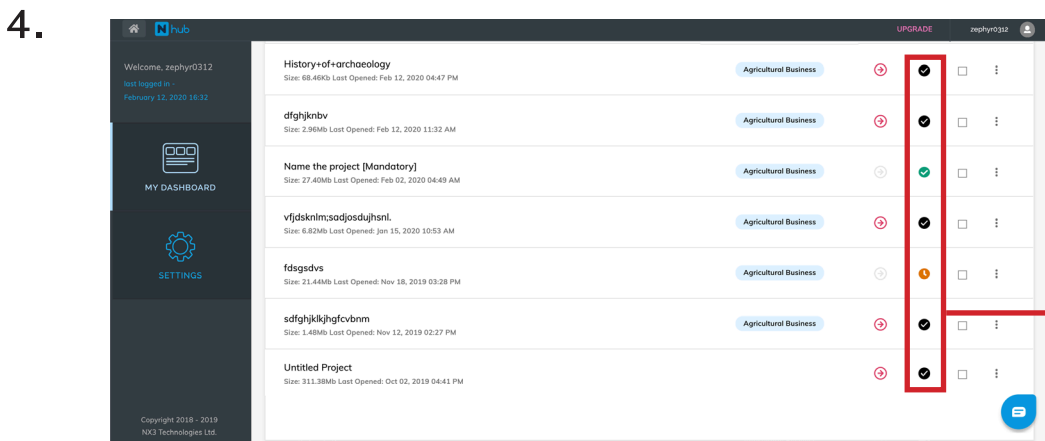
1. Transfer the classroom recording you want to send to the Note taker on to your personal computer.



Click the 'Upload Recording' button.



A pop-up window will appear. Name the project, assign the subject & category, and attach any support material if needed. Click 'Done'.

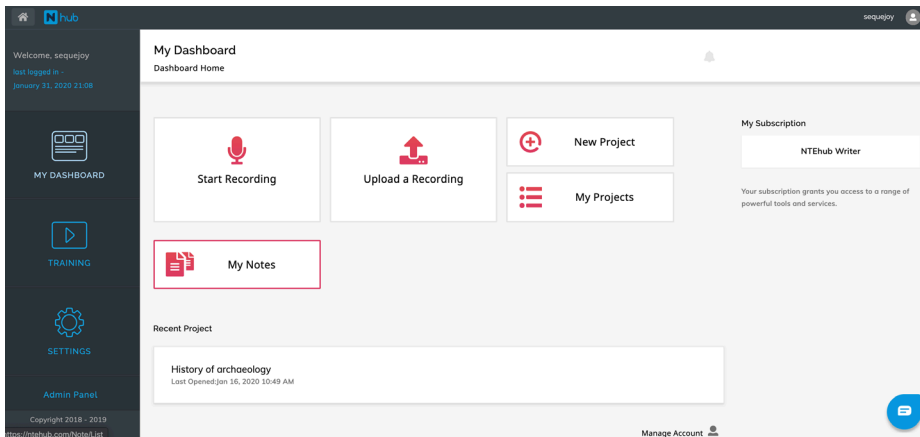


Always double-check the status of your projects from the 'My Projects' section. Projects with an orange clock indicated the files have been sent to the note taker.

How to download notes from the Note Taking Express Hub?

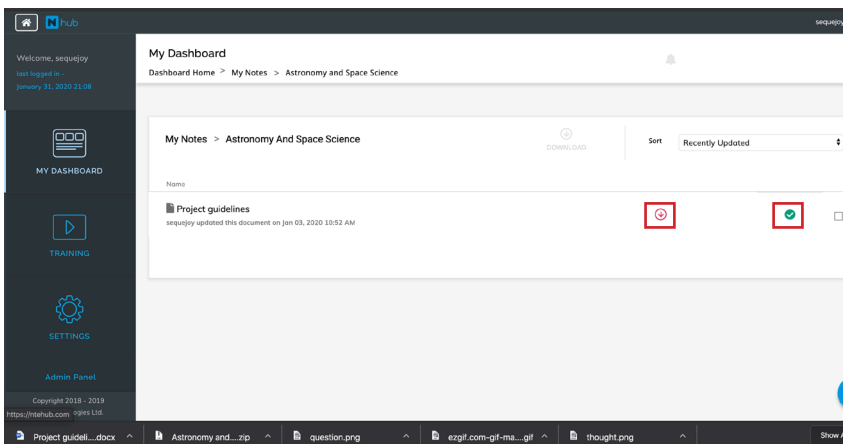
You will receive an email once your notes are ready and have been sent back. However, we encourage students to keep checking their folders to avoid any delays.

1.



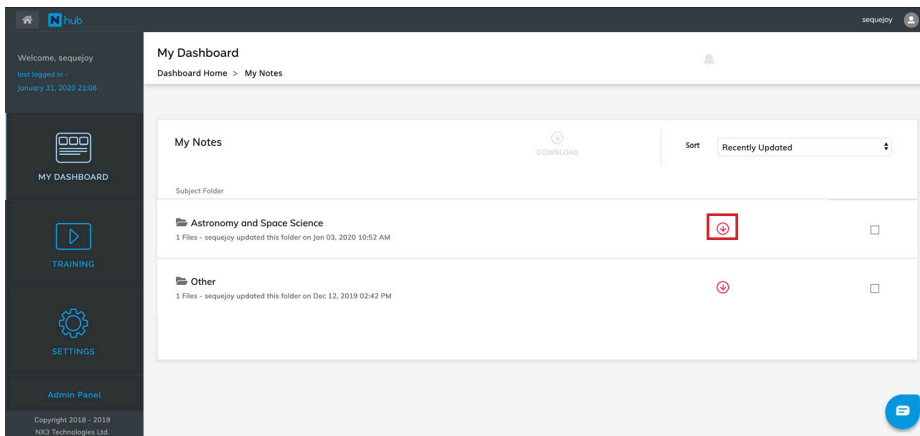
After logging in, please click on the 'My Notes' button.

2.



Select the circular red icon with a downward-facing arrow to download the notes. The green tick indicated that your notes are ready and available for downloading.

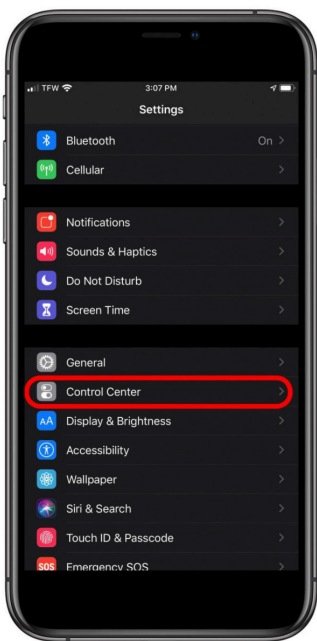
3.



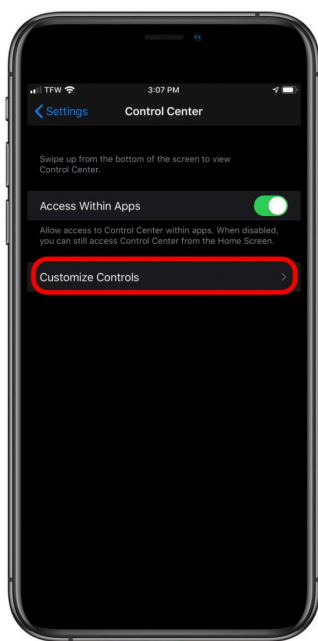
It is also possible to download a folder containing multiple note files. The same method of downloading applies. The folder of notes will be downloaded as ZIP file. The user will need to be able to open a ZIP file to access their note files.

How to record screen and capture audio on your iPhone/iPad

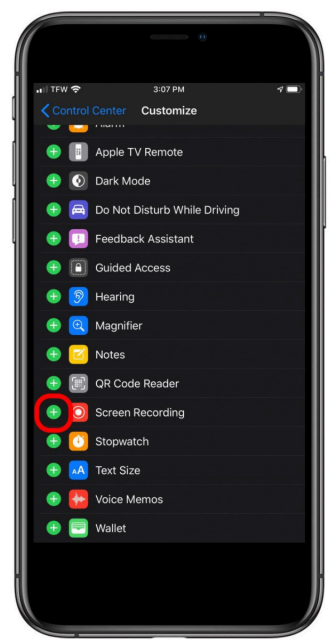
1. To be able to record screen on your iPhone/iPad, you first need to add Screen Recording to Control Center.



Go to your settings and click on **Control Center**

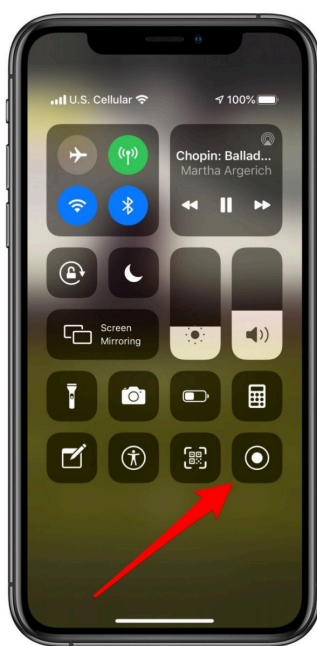


Select **Customize Controls**



Select **Screen Recording**

2. To open the control center on iPhone X or later or iPad with iOS 12 or later, or iPadOS, swipe down from the upper right corner of the screen. On earlier versions, swipe up from the bottom edge of the screen.



Long press the **Screen Record** icon



Click on the app you want to save your screen recordings



To capture your voice or any other audio along with the recording, tap the microphone icon. If you only want to capture the video output, keep the microphone off.



Tap the **'Start Recording'** button



The recording will start after the three-second countdown. Click **'Stop recording'** to stop.



Your screen recording video will be saved in the location you selected earlier [photos].

How to record online classes on your MacBook and send it to a note taker

In order to send your class recording to a note taker, you'll have to first record the class by recording your screen.

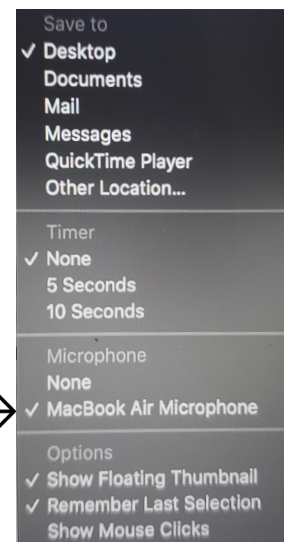
1. Press **Shift - Command - 5** on your keyboard



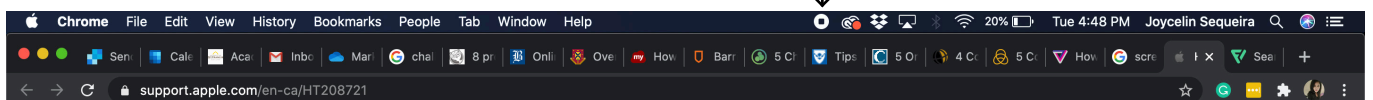
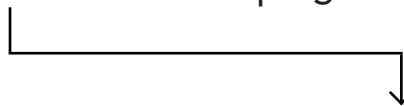
2. From the onscreen controls menu, select the portion you want to record.



3. Click on 'options' to ensure you've turned on 'MacBook Air Microphone'.



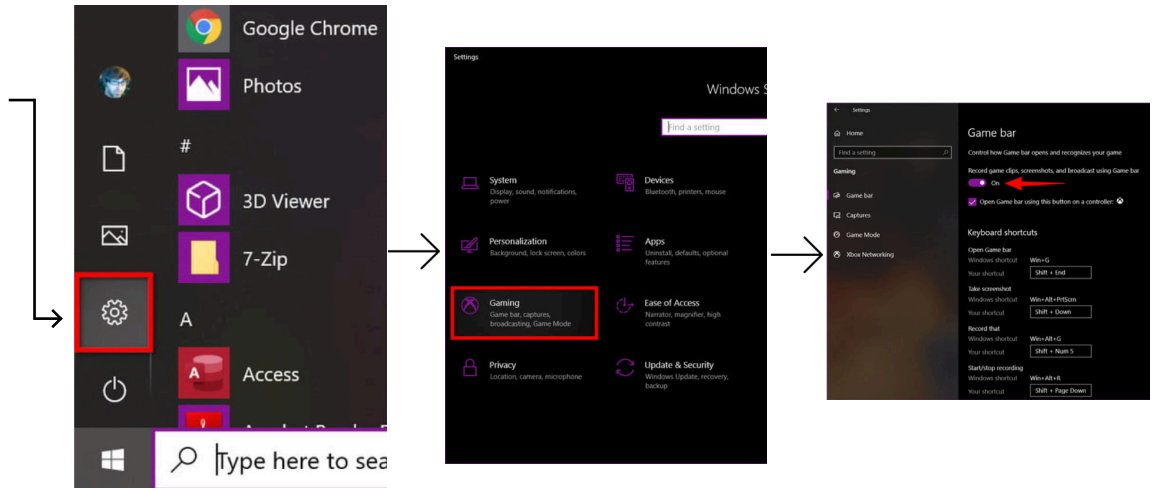
4. To stop recording, press **Control - Command - Esc** or click the **stop button** at the top right corner of the menu bar.



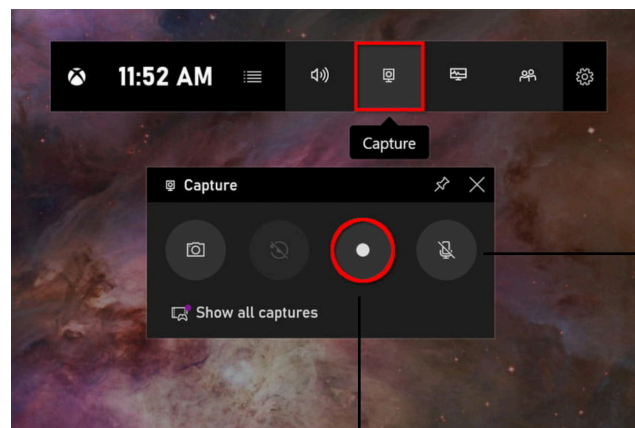
How to record online classes on a Windows 10 PC and send it to a note taker

In order to send your class recording to a note taker, you'll have to first record the class by recording your screen.

1. Ensure you have your Game bar control turned on:



2. Open the video you want to record and press **Win - Alt - R** on your keyboard to start recording automatically, or press **Win + G** to open the game bar menu for more options.



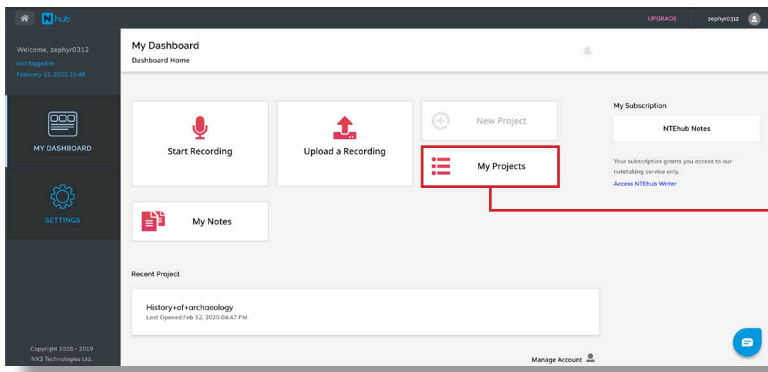
Click on the microphone button to capture any voiceovers while recording the audio.

Press the record button to start and stop the recording. Alternately, you can press **Win - Alt - R** to stop the recording.

To access your video captures go to **Videos > Captures**

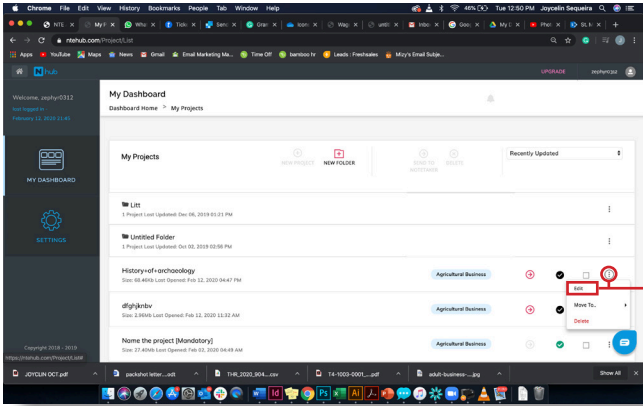
How to attach support material to your projects after saving them

1.



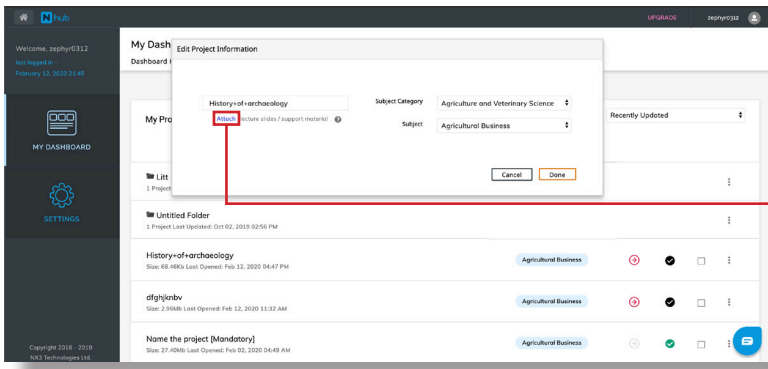
After you log in, click on the 'My Projects' button on your dashboard.

2.



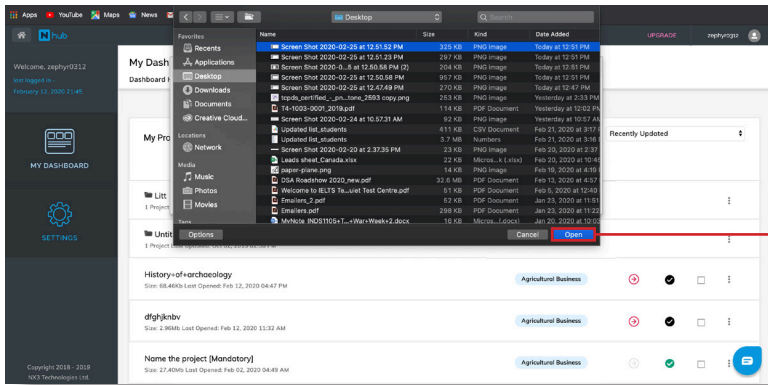
Click the 'Options Icon' and then select the 'Edit' option from the pop-up menu box.

3.



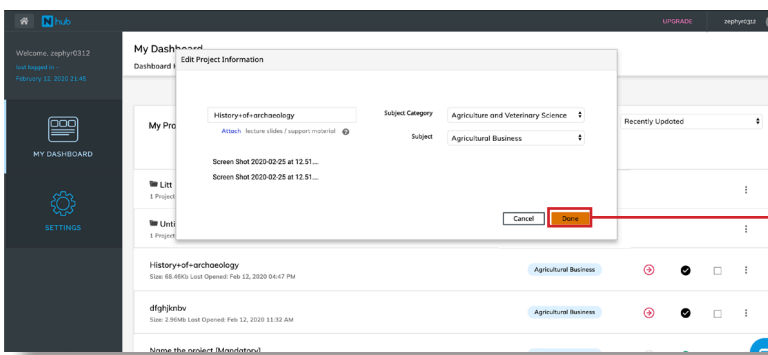
A pop-up window will appear. Click the 'Attach' button.

4.



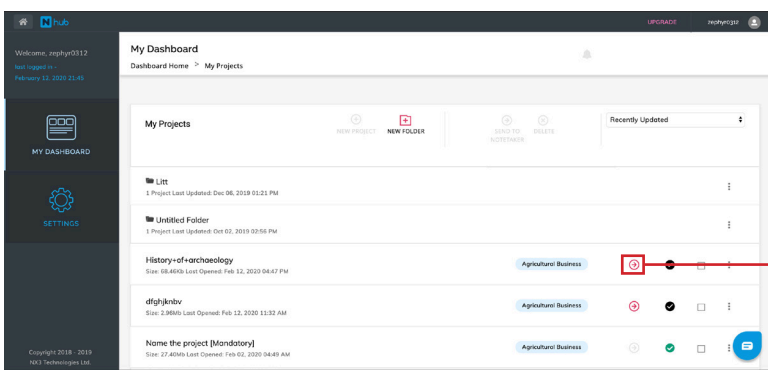
A pop-up window will appear. Select the file you want to attach. You can attach a maximum of three files. Click the 'Open' button.

5.



Click on 'Done'.

6.



Click on the send button to send your projects along with the attachments to the notetaker.