Educators can adapt content for classroom instruction and enhance learning by creating notes that ask critical-thinking questions, integrate writing activities, or supplement the content with additional ideas or concepts. These are then shared with specific or multiple students, and the teacher and student can carry on a conversation within their Notebooks.

Important: You must be connected to the Internet to access your Notebook.

Note: You cannot share notes, highlights, or bookmarks in publisher-hosted content (including Lerner, Capstone, and Abdo Interactive eBooks).

Sending Lesson Messages

To share a set of notes with students:

1. Open My Notebook from one of the following locations:
    *   From the Follett Shelf Home page, click the **Notebook** button.
    *   From an open eBook, click the **Notebook** slider.

2. Review the notes, highlights, and tags for a title. If you opened My Notebook from the Follett Shelf Home page, click ▶ next to the eBook title you want to see notes for. If you opened My Notebook from an eBook, the notes for that title appear automatically. You can edit or delete any of the notes and delete any of the highlights.
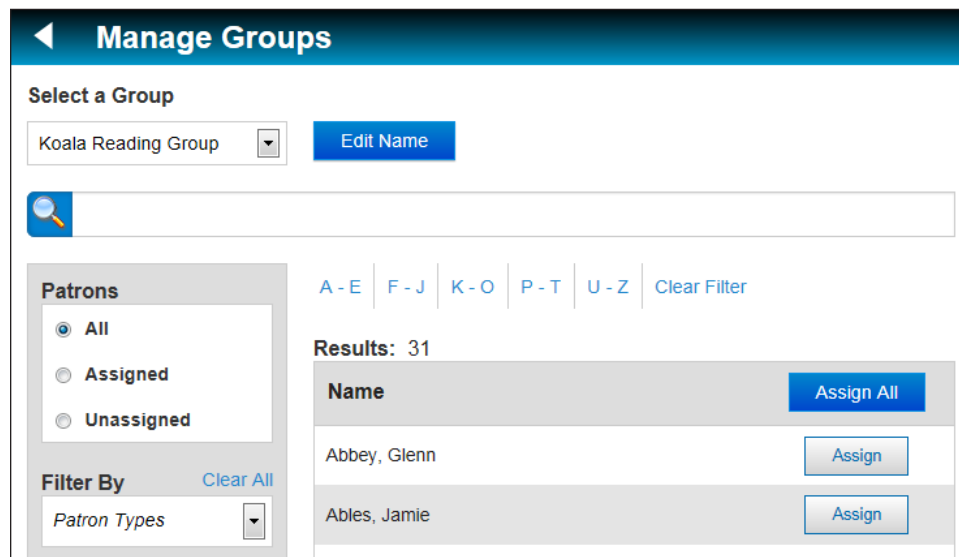
Note: You can create tags to share different sets of notes from the same eBook with different groups of students. Then choose which notes you want each group to see.

3. Click ☰ > **Share**.

4. If you previously created a group that you want to share notes with, click **Start Sharing** next to the group name.
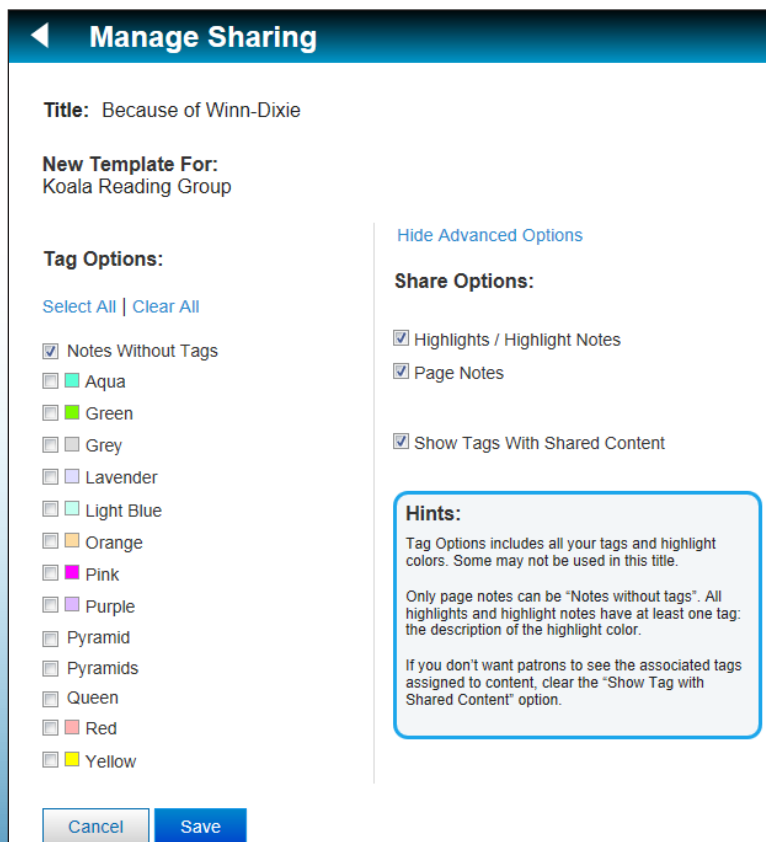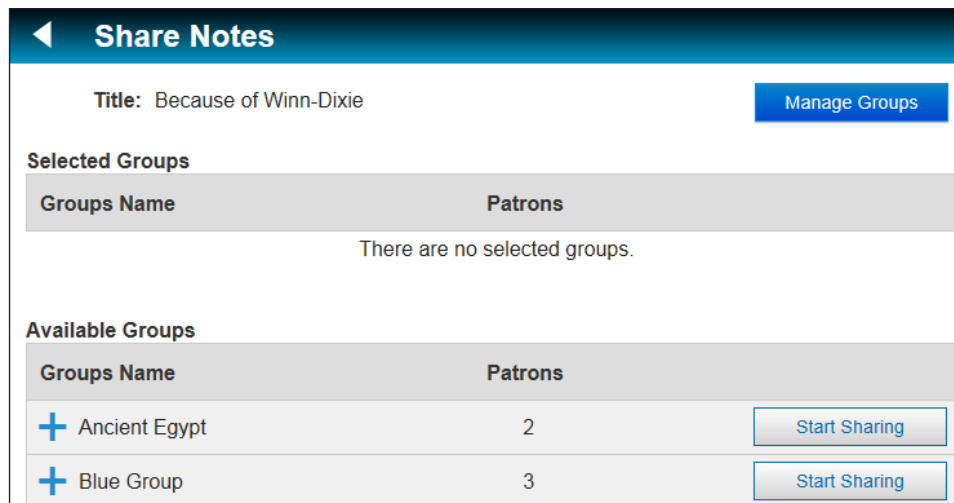
To edit a group you created or create a new group, click **Manage Groups**:

a. Use the drop-down to select **Create New Group**.

b. Type a name for the group.

c. Click **Assign Patrons**.

d. Search for students by typing a name in the search field, or narrow your results using the filters.

e. Click **Assign** to assign students to the group. Click **Unassign** to remove any students.

f. When you are done, click ◀ .

g. Click **Start Sharing** next to the group name you created.

Note: You can edit a group from the Manage Groups page. Select the group from the drop-down, and then click **Edit**.

5. On the template page, select which tags you want to share with the selected group. Note the following:

   • Tag Options includes all of your tags and highlight colors. Some might not be used in this title.

   • Notes Without Tags is selected by default. It only includes page notes. All highlights and highlight notes have at least one tag (the highlight color name),

6. Click **Show Advanced Options** for Share Options.

   • Deselect the checkbox next to **Highlights/Highlight Notes** or **Page Notes** if you do not want to share one of those options.

   • Deselect the **Show Tags With Shared Content** checkbox if you do not want the group to see the associated tags assigned to the content.

7. Click **Save**.

Note: Shared notes and highlights are identified by a sharing icon in My Notebook.

Receiving and Replying to Lesson Messages

To view and respond to messages from students:

1. Open My Notebook from one of the following locations:
   - From the Follett Shelf Home page, click the **Notebook** button.
   - From an open eBook, click the **Notebook** slider.

2. If you opened My Notebook from the Follett Shelf Home page, click ▶ next to the eBook title you want to review lesson message responses for. If you opened My Notebook from an eBook, the lesson messages for that title appear automatically.

3. Click ▶ next to Comments to see the list of students who replied to your note.

4. Click ▶ next to a student's name to view his/her reply.
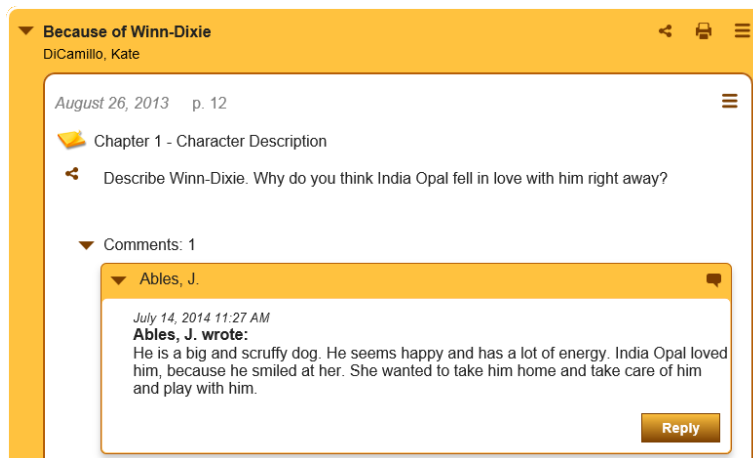
5. To reply to the student's message, click **Reply**.

6. Type your reply in the text box.

7. Press **Enter** to send your reply to the student. Your reply appears nested below the student's message.