

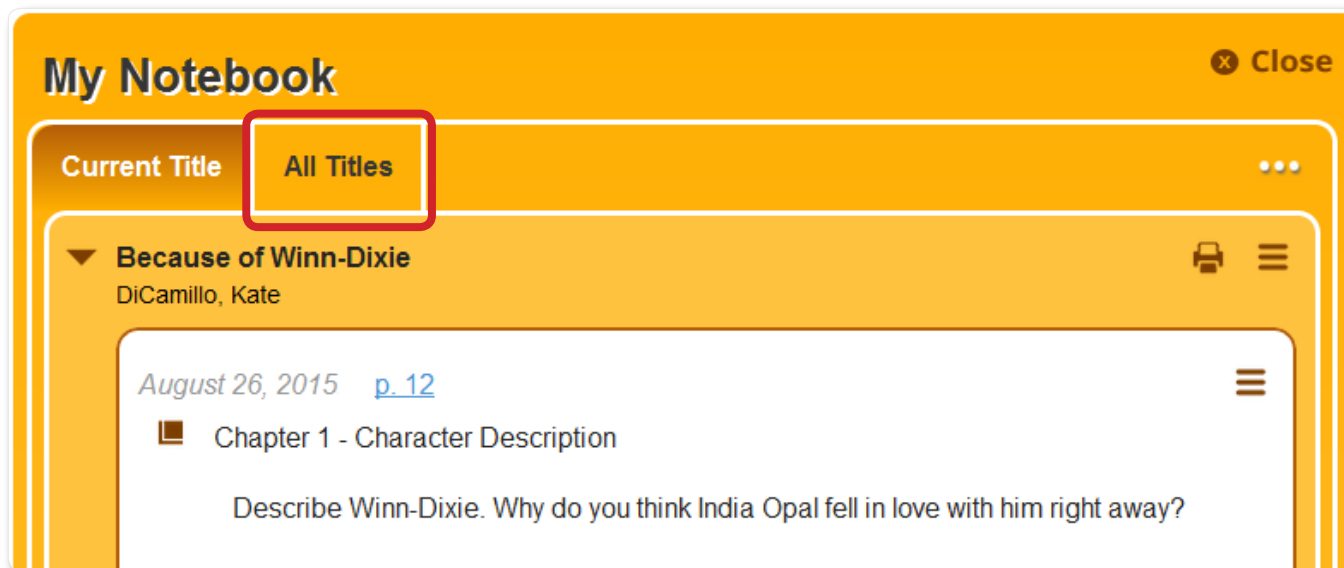
Educators can enhance learning by creating notes that ask critical-thinking questions, integrate writing activities, and supplement content. By sharing these with one or more students, the teacher and student can carry on a conversation within their Notebooks.


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

Note: Publisher-hosted content (including Lerner, Capstone, and Abdo Interactive eBooks) does not allow sharing notes, highlights, or bookmarks.

To send and receive lesson messages:

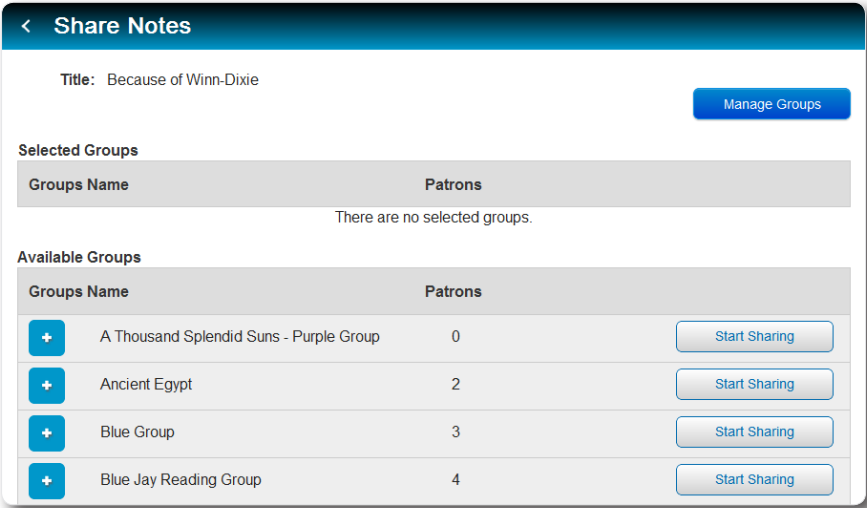
1. Do one of the following to open your Notebook:
 - From an open eBook, click the **Notebook** slider.
 - From any page in Universal Search, select **Bookbag > Notebook**.
2. Depending on how you opened your Notebook, review your notes and highlights:
 - If you opened the Notebook from an open eBook, the notes for that title appear. You can access all of your notes by clicking **All Titles**.



- If you opened the Notebook from any page in Universal Search or Follett Shelf, the notes for all titles appear. To review notes for a specific title, click  to the left of the title. The section expands, and the arrow points down.

3. To the right of the title you want to share notes for, select  > **Share**.

4. Use the following table to choose what you want to do:

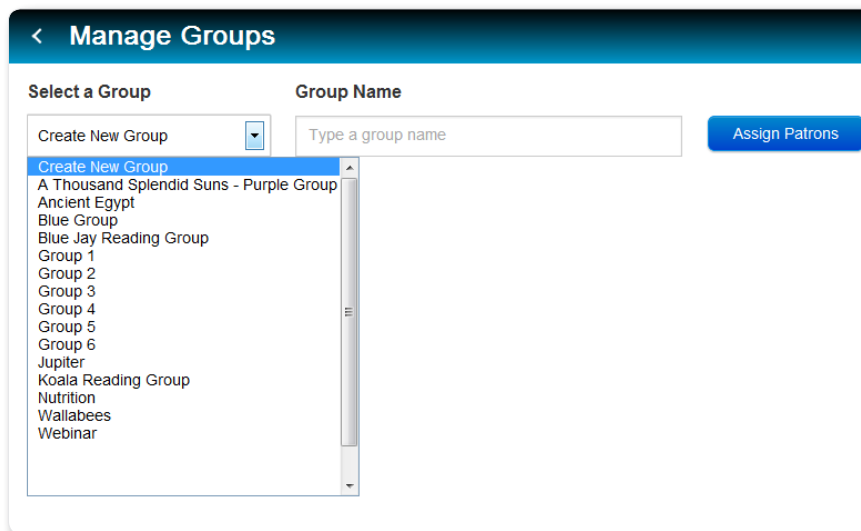
If you want to...	Then...
Share with a group you already created	<p>Next to the group name, click Start Sharing.</p> 

If you want to...

Share with a new group

Then...

1. Click **Manage Groups**.
2. From the drop-down, select **Create New Group**.



Note: You can add or remove students from a group from the Manage Groups page. Select the group from the drop-down, and click **Edit**.

3. In the **Group Name** field, type a name, and then click **Assign Patrons**.
4. Search for a student by typing a name in the search field, or narrow your results using the filters.

Note: You can only assign students who have previously logged in to Universal Search to a group.

5. To assign students to the group, click **Assign**. To remove any students, click **Unassign**.

6. Click  .

7. Next to the group name you just created or edited, click **Start Sharing**.

5. From the Manage Sharing page, select the Tag Options you want the group to see.

Note: Tag options include all of your tags and highlight colors. All highlights and highlight notes have at least one tag, the description of the highlight color.

6. For more sharing options, click **Show Advanced Options**. Use the following table to select the appropriate checkboxes:

Checkbox	Definition
Highlights / Highlight Notes	Deselect this checkbox if you do not want to share highlights/highlight notes.
Page Notes	Deselect this checkbox if you do not want to share page notes.
Show Tags With Shared Content	Deselect this checkbox if you do not want groups to see the associated tags assigned to highlights, highlight notes, or page notes.

Share Options:

Highlights / Highlight Notes Page Notes Show Tags With Shared Content


Hints:
 Tag Options includes all your tags and highlight colors. Some may not be used in this title.

Only page notes can be "Notes without tags". All highlights and highlight notes have at least one tag: the description of the highlight color.

If you don't want patrons to see the associated tags assigned to content, clear the "Show Tag with Shared Content" option.

7. Click **Save**.

To view and reply to messages from students:

1. Do one of the following to open your Notebook:
 - From an open eBook, click the **Notebook** slider.
 - From any page in Universal Search, select **Bookbag > Notebook**.
2. To see a comment from a student, click  to the left of the eBook's title.
3. Beneath the note, click **Comments** to view the list of students who replied to your message.
4. To view a student's reply, click his or her name.
5. To reply to the student's message, click **Reply**.
6. In the text box that appears, type your message.
7. To send your reply to the student, click **Enter**. Your reply appears below the student's message.

