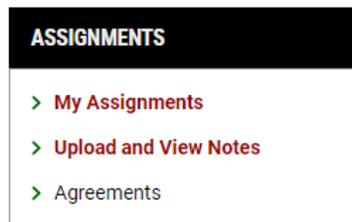


Uploading Notes to STARS

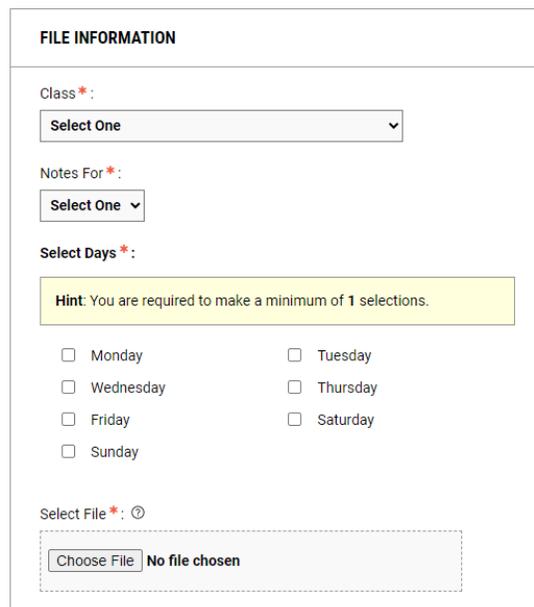
- Log into STARS. On the left-hand side of the page select the Notetaker icon.



- In the Assignments menu, select Upload and View Notes.

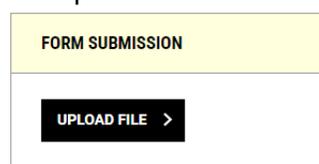


- Fill out the File Information by selecting the Class, Week under Notes for and Day(s). Browse your computer for the file to upload under Select File.

A screenshot of the "FILE INFORMATION" form. The form has a title "FILE INFORMATION" at the top. Below the title, there are four sections:

- Class*:** A dropdown menu with "Select One" and a downward arrow.
- Notes For*:** A dropdown menu with "Select One" and a downward arrow.
- Select Days*:** A section with a yellow highlight containing a hint: "Hint: You are required to make a minimum of 1 selections." Below the hint are seven checkboxes for the days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
- Select File*:** A section with a "Choose File" button and the text "No file chosen".

- Once the file is attached, select Upload File.



- Below the file information section are all the files that you have uploaded to the course. If you posted the incorrect notes, you could delete and upload the correct notes.

LIST FILES

Records Found: **18** (Showing: 1 - 18) Show Per Page: Page: 1

Download	Delete	Term	CRN	Subject	Course	Section	File Name	Size	Uploaded On
Download	Delete	2024 - Fall	3133285	ART	102	001	Notes for Week 5 (Wednesday)	6 MB	09/29/2024 at 03:38 PM
Download	Delete	2024 - Fall	3133329	ART	266	001	Notes for Week 5 (Monday)	2 MB	09/25/2024 at 12:34 PM
Download	Delete	2024 - Fall	3133329	ART	266	001	Notes for Week 4 (Friday)	4 MB	09/20/2024 at 10:51 PM
Download	Delete	2024 - Fall	3133285	ART	102	001	Notes for Week 4 (Wednesday)	6 MB	09/20/2024 at 10:51 PM
Download	Delete	2024 - Fall	3133285	ART	102	001	Notes for Week 4 (Monday)	9 MB	09/17/2024 at 07:54 PM
Download	Delete	2024 - Fall	3133329	ART	266	001	Notes for Week 3 (Friday)	4 MB	09/15/2024 at 06:43 PM
Download	Delete	2024 - Fall	3133329	ART	266	001	Notes for Week 3 (Wednesday)	123 KB	09/12/2024 at 09:32 AM