How to Use Bookmarks

Bookmarks allow you to quickly access frequently used content within your eText. When you’ve identified a page that you would like to bookmark simply select the grey ribbon with a plus sign in the upper, left-hand corner of the page.

Once you’ve bookmarked the page, the ribbon changes to blue with a negative sign. To remove the bookmark when you no longer need it, select the ribbon again.
You can access your saved bookmarks through the Bookmarks tab in the left panel of Courseload. Select the tab and then choose a bookmark from the list. The reading pane displays the page of the bookmark selected.

How to Highlight and Annotate Content

As you are reading, you may want to highlight important text. To highlight:

1. Place your mouse where you would like to begin

   Do Animals Have Language?
   Without doubt, animals show impressive comprehension and communication. Consider vervet monkeys. They sound different alarm cries for different predators: a barking call for a leopard, a cough for an eagle, and a chattering for a snake. Hearing the leopard alarm, other vervets climb the nearest tree. Hearing the eagle alarm, they rush into the bushes. Hearing the snake chatter, they stand up and scan the ground (Byrne, 1991). But is this language, in the sense
2. Click and drag to the desired area

3. Release the mouse button

4. Select a color for your highlight from the pop-menu.

You can use the four available colors to create a system for organizing your highlighted text. At the same time that you are highlighting, you can add a note which annotates any text in your course materials. An annotation is simply a note on top of a highlight.

Notes are used to provide further context or clarity to a topic in the text and are seen by all students in your course. The note may include additional information from you or a link to another resource.
To add a note:

1. Place your mouse where you would like to begin

   We humans vary in our **basal metabolic rate**, a measure of how much energy we use to maintain basic body functions when our body is at rest. But we share a common response to decreased food intake: Our basal metabolic rate drops, as it did for the participants in Keys' experiment. After 24 weeks of semistarvation, they stabilized at three-quarters of their normal weight, although they were taking in only half their previous calories. How did their bodies achieve this dieter's nightmare? They reduced the amount of energy they were using—partly by being less active, but partly by dropping their basal metabolic rate by 29 percent.

2. Click and drag to the desired area

   - Some researchers have suggested that

3. Release the mouse button

4. Select Add A Note
5. Add your note which can include text or links

If your highlight already exists, click on the highlighted text and select Add Note from the pop-up menu.
Each time you return to a page, your highlights and annotations are visible. Once they are created, they also show on the Quick Jump Tool as a dot corresponding to the highlight color.

If you make a mistake while highlighting or annotating or simply no longer need the highlight or annotation, click on the highlighted text and then Delete.
How to Utilize Sticky Notes

Sticky notes behave exactly the same way as notes; however, they allow you to annotate figures and images.

1. Click on the area of the text to annotate

2. Choose Add Note

3. Type your note
4. Choose a color for the sticky note

The sticky note is placed with the annotation notes in the right panel and a dot is added to the Quick Jump Tool to indicate the sticky note exists.
If you place a sticky note in the wrong place, you can move it. Click on the sticky note, hold your left mouse button, and drag it to a new spot on the page.

You delete the sticky note by selecting the note and Delete.
How to Incorporate Tags

Tags are a great way for you to categorize your notes for later use and provide context and organization for your students. While creating your Notes or Sticky Notes, you add keywords called tags.

A good example for the use of a tag is a creation of an electronic study guide incorporated directly within the eText by highlighting specific material as potential exam questions for your students.

1. Select the text that you believe is important for the exam
2. Create a note stressing the content’s importance
3. Tag the note using a keyword that indicates the exam
Students can then filter on the corresponding tag to review those items you deem important for the exam. You've now created a study guide.

Keep in mind that more than one tag can be applied to a note; however, you do want to limit the number you add. Take for example the highlight shown above for Exam 6. There are a number of vocabulary words incorporated in the note that are important, so I would like to tag the text with the word vocabulary, as well.

1. Click on the highlighted text
2. Select Edit Note
3. In the tag box, add any additional tags separated by commas

On the right, you will now see the tags I added as part of the note.

4. Save

Architects make miniature models of lessons to help clients imagine living in their future home. Similarly, psychologists create models of memory to help them understand how our brains store and retrieve memories. A loss of one of these models would show in quite a dramatic way.

When training models of short-term memory, in contrast, is not just a temporary staging area. Short-term memory is a very limited capacity that only holds information for a few seconds. When training models of long-term memory, we take information you have practiced stored in memory, this updated information-processing model is summarized. Later in this chapter, we'll examine these stages in more detail. For now, let's consider how some information slips into memory through the mind's back door.
Students can use the additional tags to filter and zero-in on the important vocabulary words.

If at any time you would like to delete a tag:

1. Select the highlighted text
2. Choose Edit Note
3. Remove the tag that is no longer needed from the box
4. **Select Save**

You can access saved notes by selecting the Notes tab from the left panel of Courseload.

**How to Use the Notes Summary**

You can access saved notes by selecting the Notes tab from the left panel of Courseload.
This view summarizes all of your notes onto one screen rather than the page-by-page view you see in the right panel. Notes are grouped by chapter and page number, so you can easily access all of the notes for a given area of the text.
Notes can be filtered in multiple ways which allows you to quickly identify specific notes to meet your needs.

In the Using Courseload module, you saw briefly the dots available in the Quick Jump area of the reader which allows you to quickly scroll to pages with notes.
1. Click and drag the Quick Jump button to a dot on the toolbar and the preview of the page becomes available.

2. Select the preview to read the page and the corresponding note.
CourseLoad replaces the Notes Summary page with the Reading Panel.
You can also export or print your notes by using the icons in the upper, right-hand corner of the Notes Summary page. That electronic study guide now becomes printable. Select the download icon, and the system prompts you to save the notes as a CSV file which you can then open in Excel or a tool of your choice. Or, you can select the printer icon to send all of the notes to your printer. It is important to understand that your current selection and filters determines which notes get exported or printed. If you are choosing to look at notes from another individual of your class or only notes for a specific tag, that is what you will find in your export or print.