

PassTheNotes Quick Start Guide

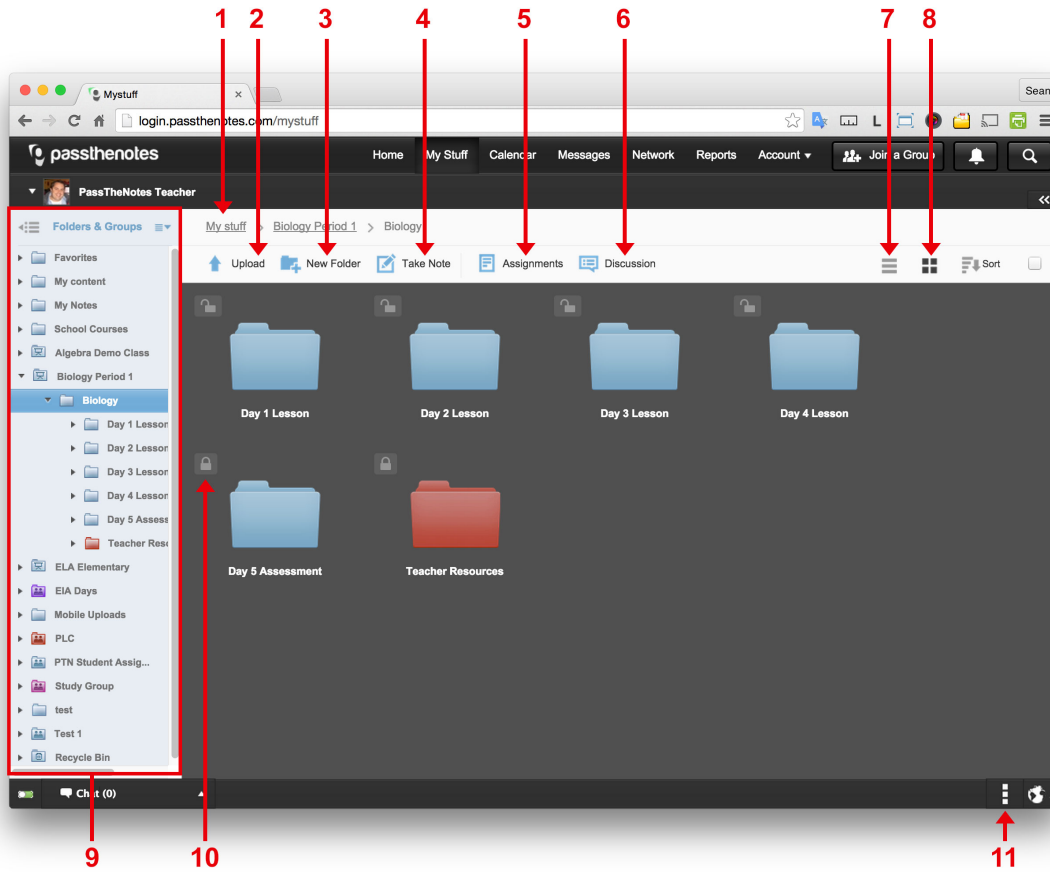
How to Log In & Change Password:

- Go to <http://login.passthenotes.com/>
- Log in with your username and password
- To change your password click “Account” from the dropdown
- Change your password and click “Save Changes” in the “Account Information” section.



Navigate the Home (Desk) Screen

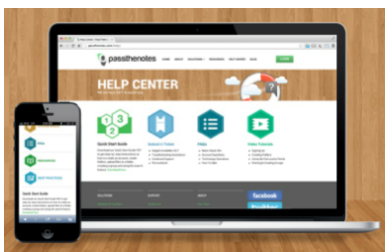
1. Apps & Themes
2. Class Folder
3. Network: Manage users, classes & groups, and analytics
4. Manage Account
5. Join-a-Group
6. Global Notifications
7. Filtered YouTube & Network Search
8. Create new group
9. User chat
10. Group folder
11. Language Conversion tool



Navigate My Stuff

1. Breadcrumb for folder navigation
2. Upload content
3. Create a new folder
4. Take Notes
5. Assignments section
6. Discussions section (Discussion feed to communicate)
7. List view
8. Grid view
9. Folder and Group Structure
10. Public or Private lock setting
11. Quick app launcher

Help Center



For more assistance, visit our Help Center for best practice samples, platform tutorials and support documents to assist you with other features.

Visit www.PassTheNotes.com/help/ to access our Help Center.

If you need additional help, submit a Help Desk ticket