

Quick Guide for Notetakers: Scanning and Uploading Notes

STEP 1. LOCATE A SCANNER ON CAMPUS

The following scanners are available on-campus:

- Davis Library has a scanner available for use at no cost. Please see the circulation desk for assistance.
- You may use the Disability Resources scanner. Our scanner is fast and can reduce the file size of your documents. We are located in University Center Room 205 and are open from 8 am - 4:30 pm, Monday - Friday when the University is open. Just let our front desk staff know that you need to scan your notes.
- Check with the professor of the class for which you are serving as the notetaker. Some academic departments may have access to a scanner, and your professor can let you know if this is also an option.

STEP 2. EMAIL THE SCANNED DOCUMENT TO YOURSELF & DOWNLOAD TO A COMPUTER

As you begin your scan, you will need to select to have the scanned documents emailed to your email address. Do not email the document directly to Disability Resources or to the student you are taking notes for. Once you receive the email with the scanned PDF file attached, save the document to your computer using this file name as an example: UCCP 101 Week 2 notes.

STEP 3. UPLOAD THE NOTES TO DR ONLINE SERVICES

Sign in using the following link: <https://york.accessiblelearning.com/Samford/>

Select the "Notetaker" tab at the top of page. On the left side of the page you will see a box labeled "Tools" – click "Upload and View Notes." You will then select the course from the drop down menu, select the week from the drop down menu, and the day. For example, if the notes you are uploading are from the Monday lecture for UCCP 101 during Week 2 of the semester, you will select UCCP 101 and Week 2 from the drop down menus, and then select Monday.

Click "Choose File" to locate the document saved on your computer, then select "Upload Notes." Submitted notes should appear at the bottom of the screen.

WHAT SHOULD I DO IF I RECEIVE AN ERROR SAYING THE FILE SIZE IS TOO LARGE?

If you are scanning a set of notes with several pages, break up the set and scan only a few pages at a time. When you save the files, you can label them as UCCP 101 Week 2 notes Part 1, UCCP 101 Week 2 notes Part 2, etc. This is especially helpful if you are taking notes on powerpoint slides because the powerpoint images usually cause the file size to be too large for 1 upload.

If the file size is still too large, come to the DR office for technical assistance.