**How to Download your Notes**

 **(Music Playing)** .

 **>>>** Allow me to show you how to download notes.

 First you have to log into our system, to do so you can click on the link provided on our homepage at usfca.edu/sds.

 Click SDS on-line services, it will take to the log in page for our online services date base.

 Go ahead and put in your user name and password. If you don't know your user name and password, contact us and we can help you.

 I will enter information now for a fictional student named Jane Austin.

 When you log in, you will be at your overview page. Over on the left-hand side, there is a link for note taking services.

 Go ahead and click on that.

 Scroll down and any class that you have requested notes in will be listed. If we have a notetaker, then you will see the available notes for download.

 Simply click on it to expand and all of the notes that have been up loaded by your notetaker will be listed.

 And then it is just a matter of clicking Download Notes to download it to your computer.

 **(Music Playing)**