**Notetaker: How to upload notes**

**(Music Playing)**

**>>>** Hi, if you have just been hired as a notetaker for Student Disability Services, I am going to go over how you would upload your notes for your courses.

First you have to get to the SDS on-line services portal.

To do that, just go to our website at usfca.edu/sds.

And on the right under quick links, is a link to SDS on-line services.

Click on that.

And you will get to the sign-in screen.

Put in your user name and password, if you don't remember your user name and password, contact us and we can help you.

I am going put information in for a fictional notetaker named Jane Austin.

To up-load your notes, click on "upload and view notes" over on the left hand toolbar.

You then can select the course, in this case this is for a fictional course called SDS 100. And then select what week the notes are for.

Select what days the course meets, and then select the file.

We recommend this PDF is no more then 2-megabytes.

And then click "upload notes."

When you see the green check mark, you know that your notes have been successfully uploaded.

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