**How to upload notes:**

So that students are able to easily identify the notes, please do the following to each uploaded set of notes:

- Number your pages
- Include the course number or course title in the heading
- Put the date of the lecture in the heading

On the first set of notes uploaded, it would be helpful to the student if you could include your email address so that they could contact you in the event that they do not understand something you wrote.

Uploading your notes:

1. Visit your Portal at [https://my.concordia.ca](https://my.concordia.ca)
2. After you log in, click on the Student Services link, and then “Accessibility Services”, then “Access Centre Notetakers”.
3. Select “Add a new potential course.” A menu will provide a checklist of your courses. Select as many as you like.

**Notetaker Courses**

Your courses:

<table>
<thead>
<tr>
<th>My courses</th>
<th>I have been selected</th>
<th>My lecture notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRST 398U A</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

4. Upload a set of sample notes...that’s it!

If you have any technical questions or concerns please let me know by emailing me at Kathleen.glustein@concordia.ca