

Note-Taker Instructions

1. Scan notes and save as a **pdf**
 - Photo files are not usable!
 - If using a scanning app on your phone make sure you have sent it to yourself to be saved before you attempt to upload.
 - If you need additional information or assistance regarding how to scan the notes please let me know. There are several possible ways to accomplish this.
2. Upload notes to Accommodate
 - Go to <https://hws-accommodate.symplicity.com>
 - Log in using your HWS credentials
 - Select the **Note Taker Network** tab from the menu bar at the top of the screen.
 - Select **Note Dropoff**
 - Choose course from the drop-down menu
 - Title the notes using the course name/number and the date the notes were taken. (ex. AMST 101-01 1/25/2022)
 - You can add a description if you feel it is necessary
- The **Note Library** – will display all of the notes you have uploaded as a reference and confirmation that everything is being displayed correctly.
3. If you have any questions or concerns please contact Disability Services at ctl@hws.edu or (315) 781-3351.