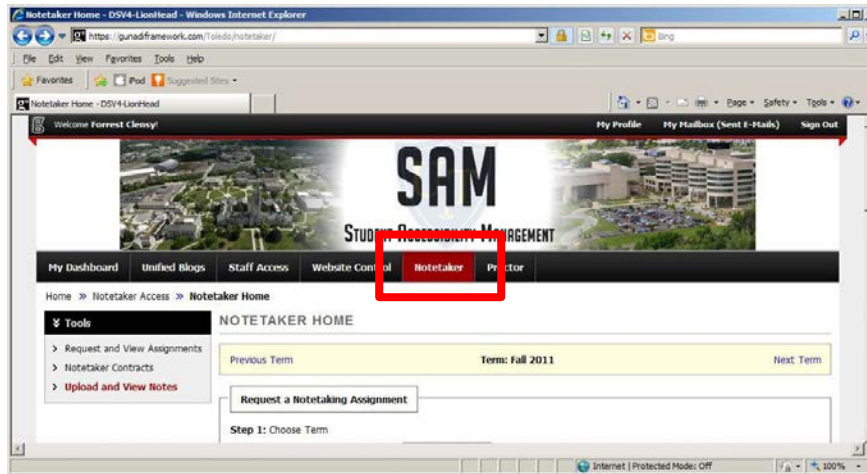


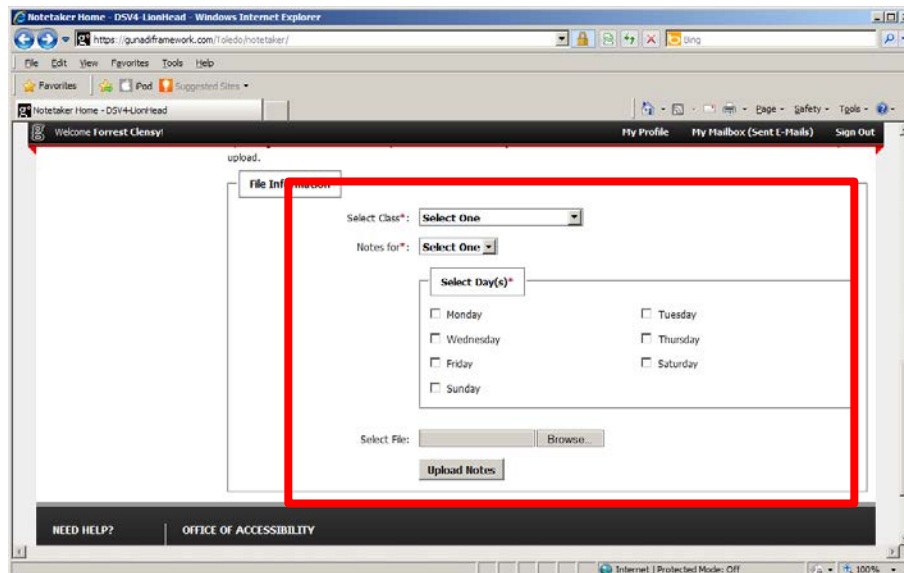
Student Accessibility Management Upload Class Notes

How to Upload Note-taker Class Notes

1. Login to SAM at <http://www.utoledo.edu/offices/student-disability-services/sam/>
2. Select the Notetaker tab



3. Scroll to the bottom of the page.
4. Enter file information you are uploading by selecting:
 - Select the class
 - Week in the semester the notes pertain to
 - Days of the week, the notes are for



Student Accessibility Management

Upload Class Notes

5. Click **Browse** and locate the file to upload on your computer.

Note: Allowable file types are Word Documents

(.doc, .docx), Adobe PDF (.pdf), text files (.txt) and Rich Text Format (.rtf). The maximum file size is 2 megabyte, so if you are scanning handwritten notes, please be sure to set your scanner to no more than 150 dpi resolution. Refer to your scanner owner's manual for instructions on how to do this or ask for staff assistance if scanning in the office.

6. Click **Upload Notes**