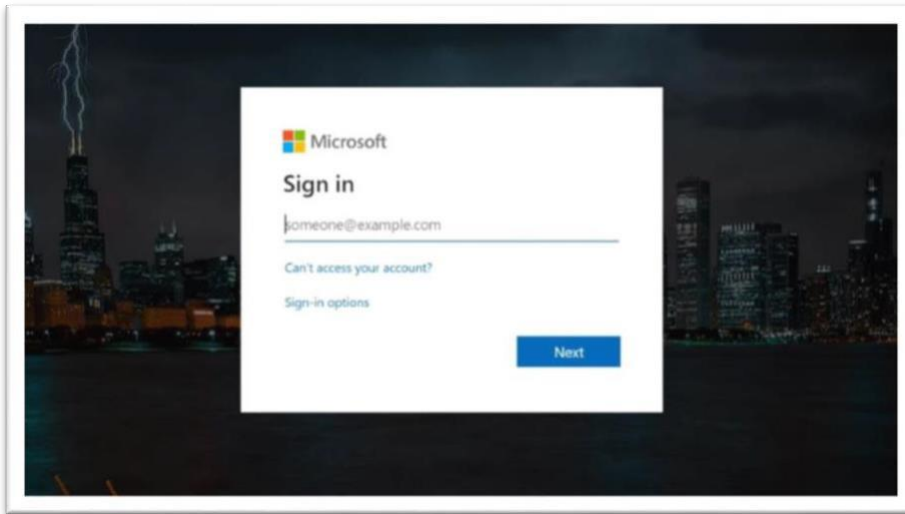
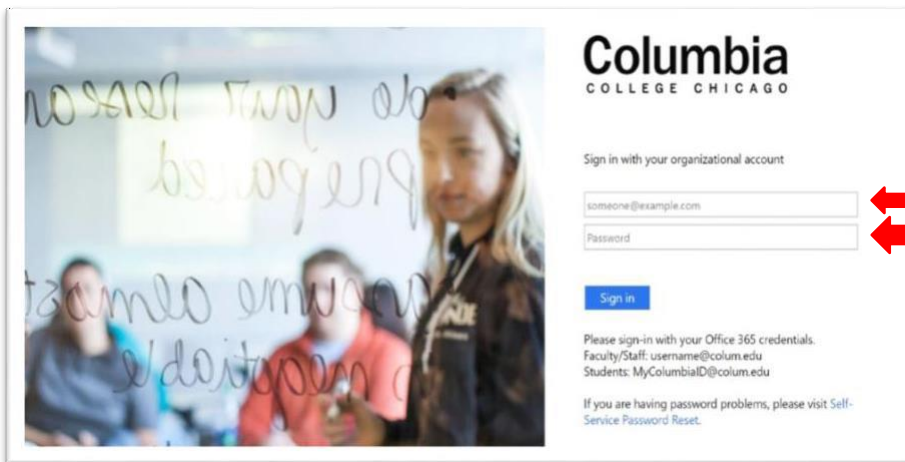


How to Upload Notes as a Notetaker

1. Once you are assigned to take notes for a class, you will be able to submit notes. Notes should be submitted no later than 48 hours after class. To upload notes, please follow the guide below.
2. Visit: elbert.accessiblelearning.com/colum where you will sign into your “MyColumbia” account by entering your Columbia College Chicago email address using the numbers, IE 123456@colum.edu

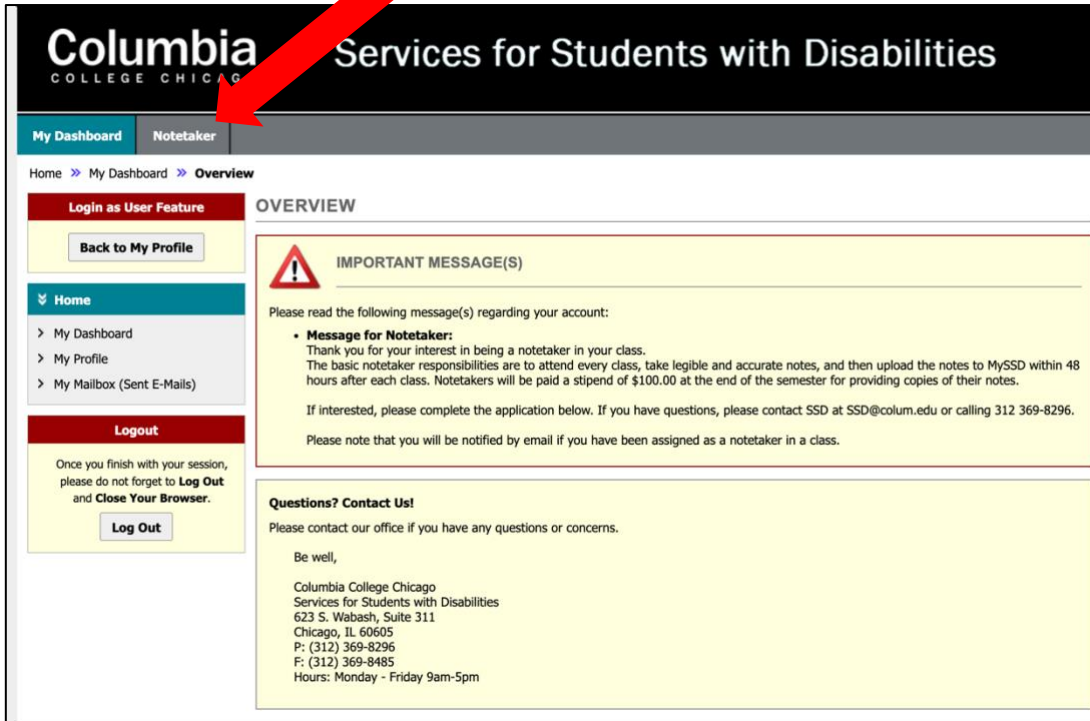


3. On the following screen your “MyColumbia” account by entering your Columbia College Chicago email address using the numbers, IE 123456@colum.edu

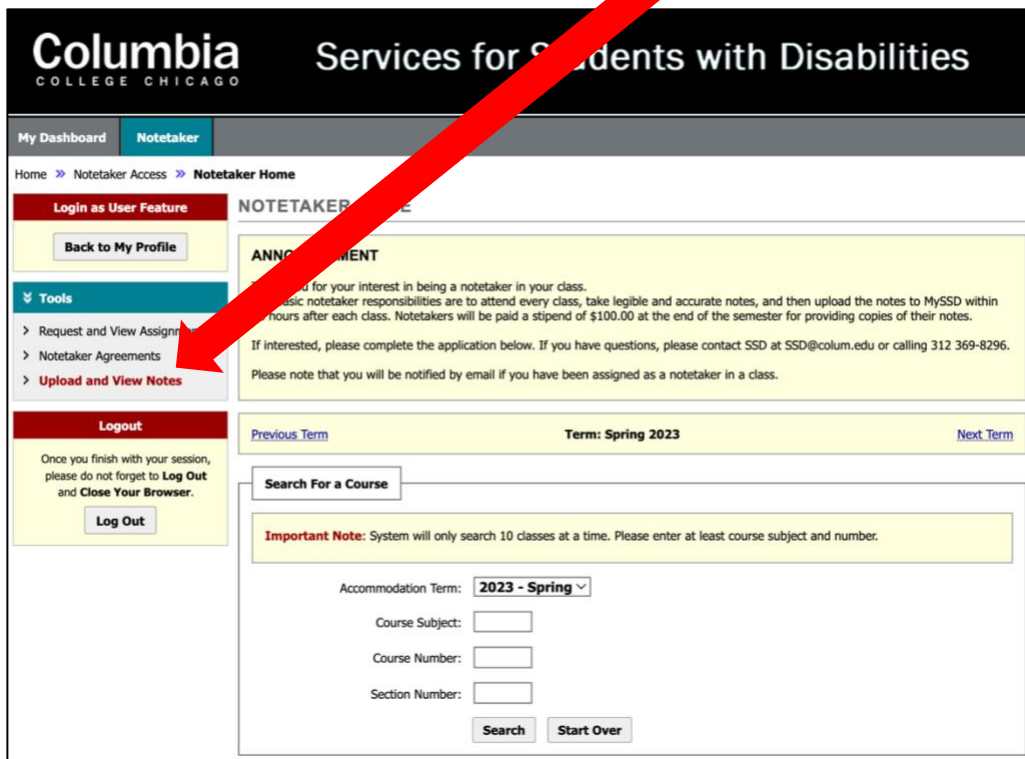


(guide continues below)

- Once logged into your MySSD profile, click the “Notetaker” tab at the top next to “My Dashboard”



- Click “Upload and View Notes” located on the left side.



(guide continues below)

6. Click “Continue to Upload Your Notes”

The screenshot shows a web interface for a 'Notetaking Invoice'. At the top, there are navigation tabs for 'My Dashboard' and 'Notetaker'. Below this, a breadcrumb trail reads 'Home >> Notetaker Access >> Notetaking Invoice'. The main header area includes a 'Login as User Feature' button and a 'Back to My Profile' button. A 'Tools' sidebar on the left contains links for 'Request and View Assignments', 'Notetaker Agreements', and 'Upload and View Notes'. A 'Logout' section below the tools provides instructions and a 'Log Out' button. The central content area is titled 'NOTETAKING INVOICE' and displays 'CLASS: CRWR 132.01 Story in Fiction And Film: International (CRN: CRWR13201)'. It is divided into three main sections: 'STUDENT(S) REQUESTED SERVICES', 'COURSE MEETING TIME', and 'UPLOAD NOTES'. The 'STUDENT(S) REQUESTED SERVICES' section lists two entries, each with a red warning: 'Student Name is Confidential - Contact Office If You Have Any Questions or Concerns'. The 'COURSE MEETING TIME' section shows a meeting location: 'M Location: 09:00 AM - 10:00 AM at 623 109'. The 'UPLOAD NOTES' section features a prominent button labeled 'Continue to Upload Your Notes', which is highlighted by a large red arrow. To the right of these sections is an 'INVOICE DETAIL' box containing fields for 'Assignment Status: Active', 'Confirmed: No', 'Due Date: 01/28/2023', 'Weeks Duration: Not Specified', and 'Important Notes: Not Specified'. Below this is an 'E-Invoice' box with fields for 'Completed: No', 'Process Status: Not Specified', and 'Signed: No'. At the bottom of the page, a yellow box titled 'Questions? Contact Us!' provides contact information for Columbia College Chicago's Services for Students with Disabilities, including the address, phone numbers, and hours.

Guide complete!