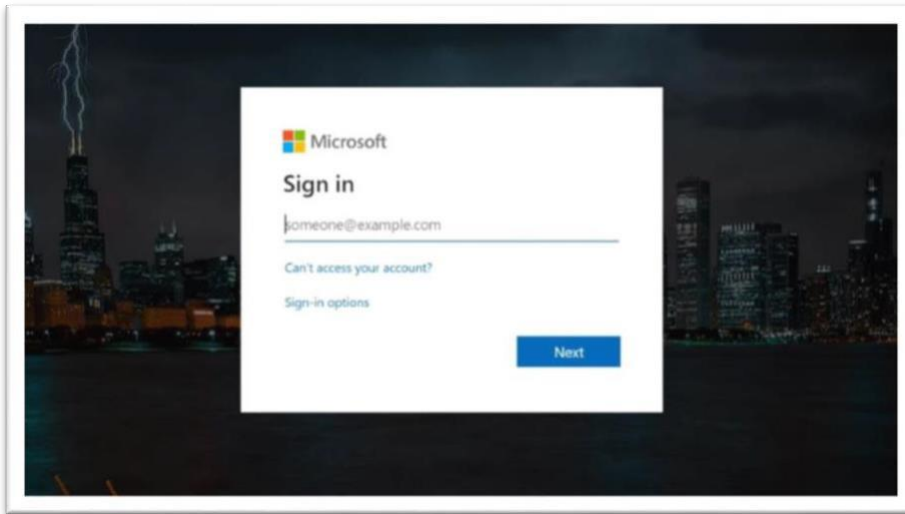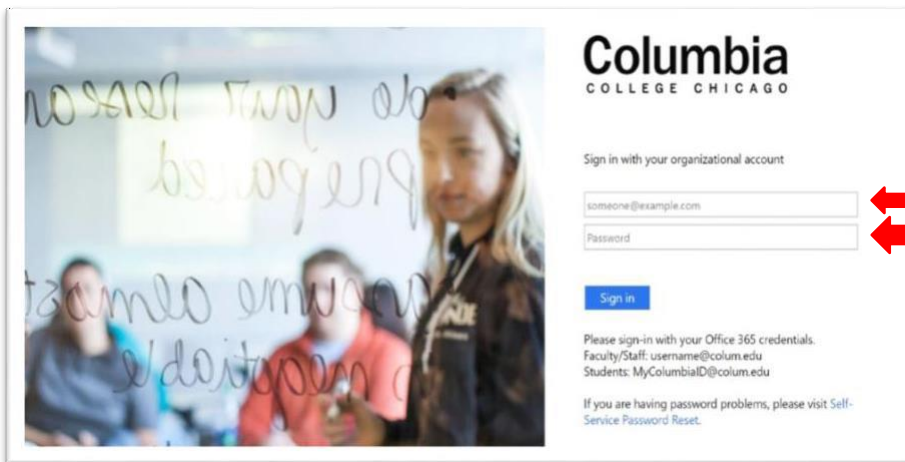# How to Upload Notes as a Notetaker

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
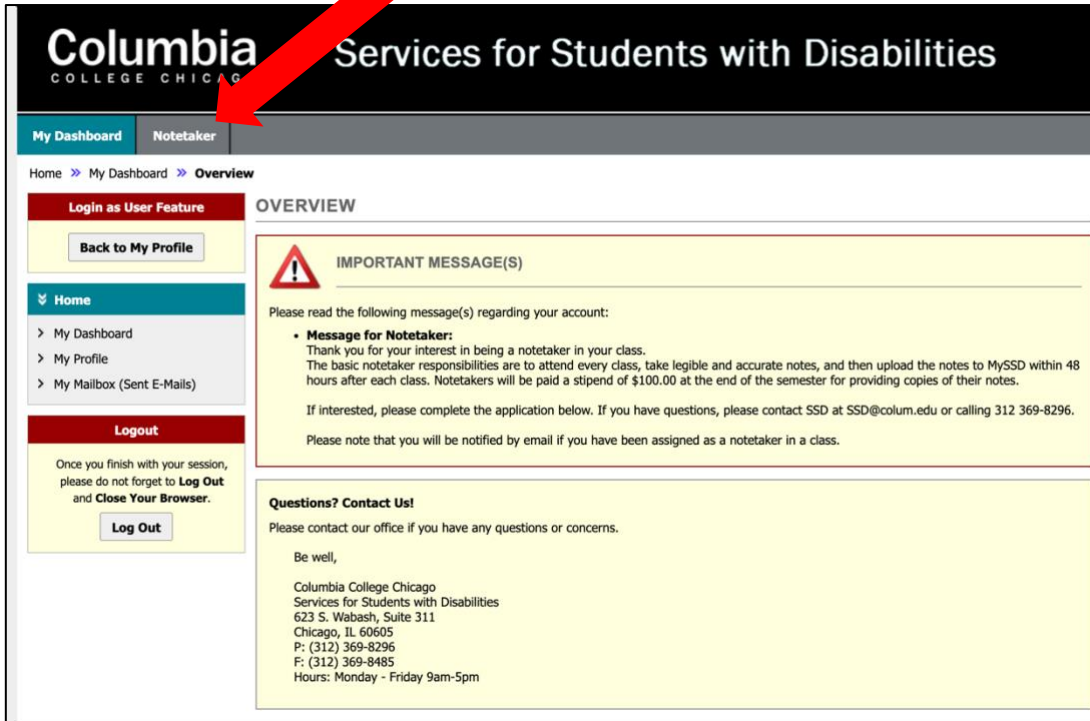

3. On the following screen your "MyColumbia" account by entering your Columbia College Chicago email address using the numbers, IE 123456@colum.edu
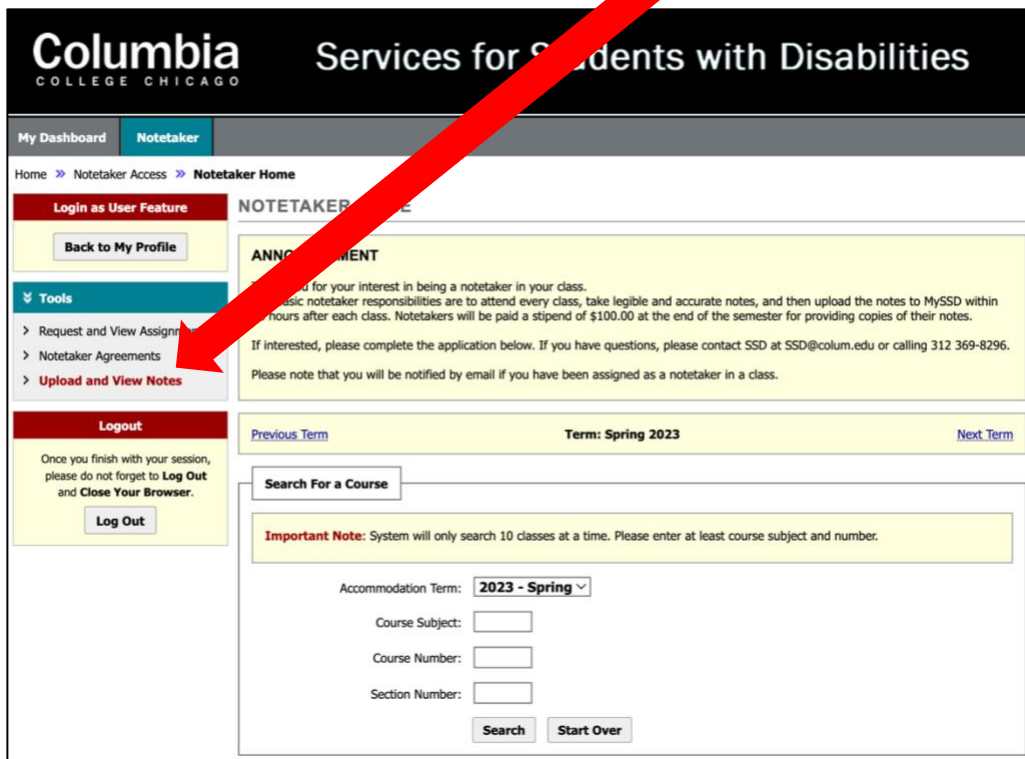
4. Once logged into your MySSD profile, click the "Notetaker" tab at the top next to "My Dashboard"

5. Click "Upload and View Notes" located on the left side.

6. Click "Continue to Upload Your Notes"

Guide complete!