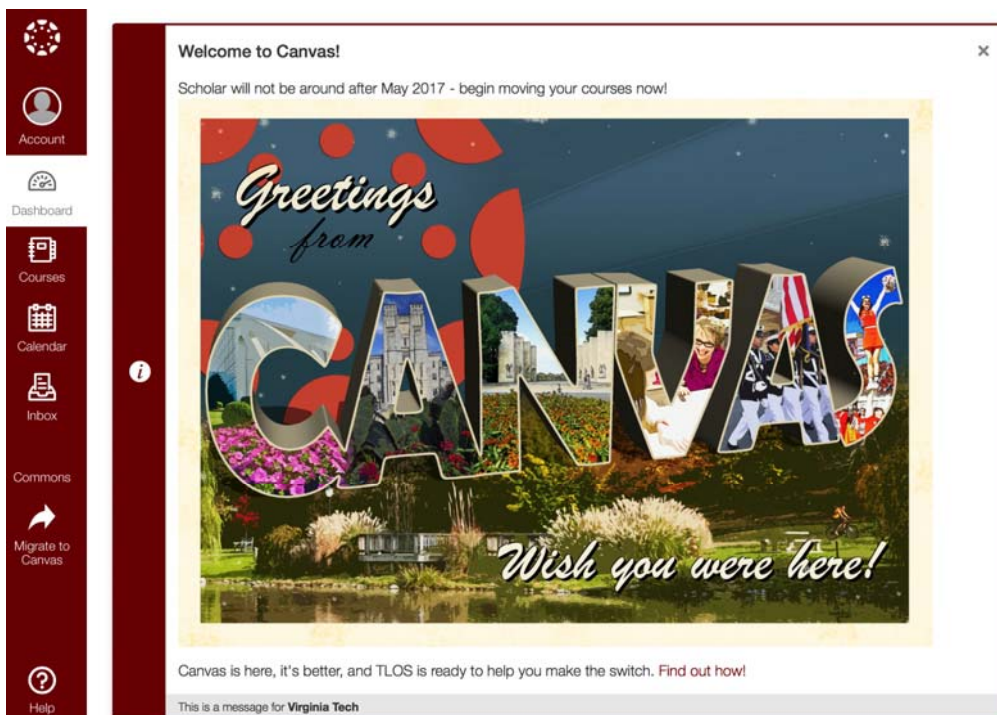
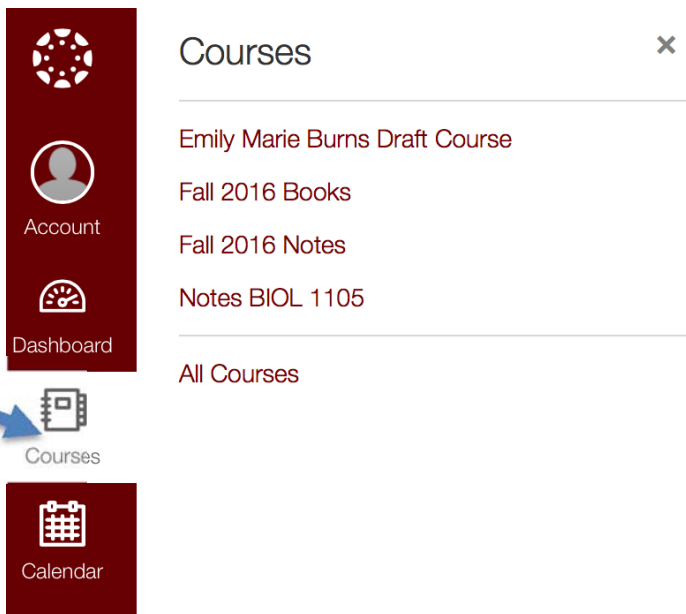


# Directions to upload notes to Canvas

1. Create an electronic copy of your notes and save them to your computer:
  - a. Take pictures of your notes and save them.
  - b. Scan your notes using a scanner and save them.
  - c. Bring your notes to SSD in 310 Lavery Hall to have them scanned in and emailed to you to save.
  - d. Save your notes as the course name, CRN # and the date(s) of the notes (i.e. SPAN 1105 CRN 87396 Notes 8.22.16).
1. Log into Canvas with your PID and password at [canvas.vt.edu](http://canvas.vt.edu).

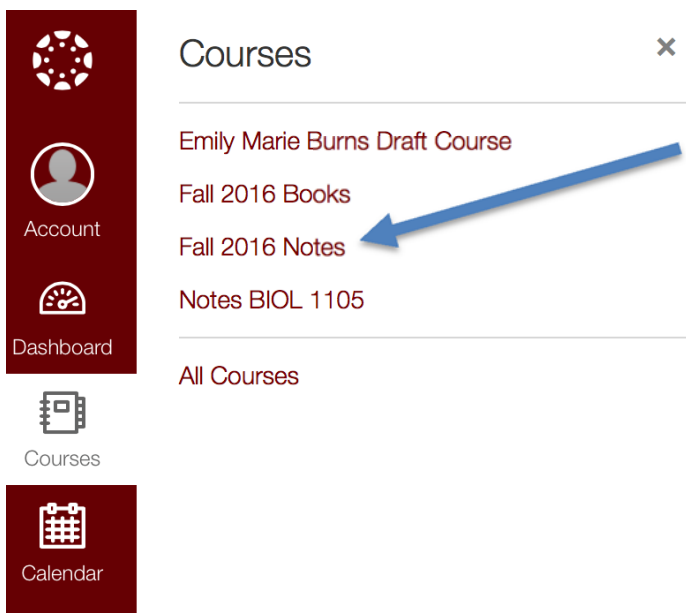


## Click on courses.



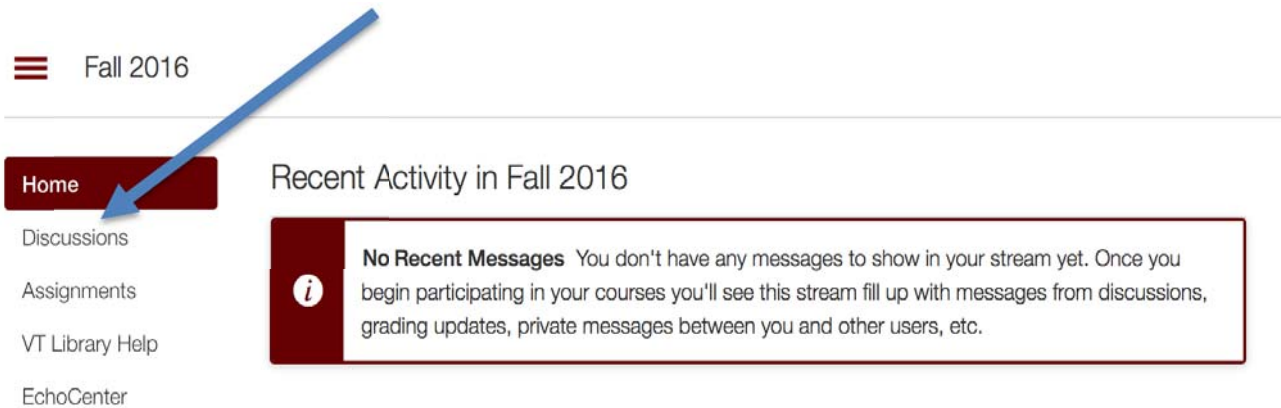
A vertical navigation menu on the left side of a page. The menu items are: a circular icon with a grid pattern, a person icon labeled 'Account', a dashboard icon labeled 'Dashboard', a notebook icon labeled 'Courses', and a calendar icon labeled 'Calendar'. A blue arrow points from the left towards the 'Courses' icon. To the right of the menu is a 'Courses' dropdown menu with a close button (X) in the top right corner. The dropdown menu contains the following items: 'Emily Marie Burns Draft Course', 'Fall 2016 Books', 'Fall 2016 Notes', 'Notes BIOL 1105', and 'All Courses'.

## 2. Click on “Fall 2016 Notes.”



A vertical navigation menu on the left side of a page, identical to the one in the first image. A blue arrow points from the right towards the 'Fall 2016 Notes' item in the 'Courses' dropdown menu. The dropdown menu is open, showing the following items: 'Emily Marie Burns Draft Course', 'Fall 2016 Books', 'Fall 2016 Notes', 'Notes BIOL 1105', and 'All Courses'.

### 3. Click “Discussions”.



Fall 2016

Home

Discussions

Assignments

VT Library Help

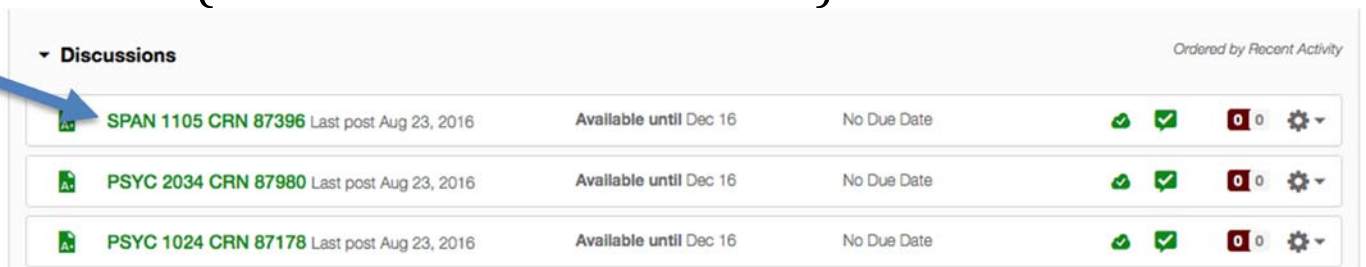
EchoCenter

Recent Activity in Fall 2016

**No Recent Messages** You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.



















A blue arrow points from the 'Discussions' menu item to the 'Home' button.

### 4. Find the course you will upload notes for and click on it (i.e. SPAN 1105 CRN 87396).



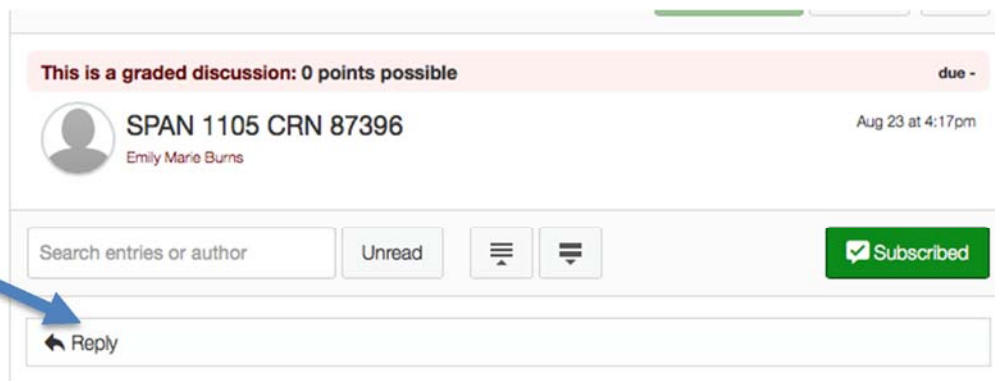
Discussions

Ordered by Recent Activity


 <b>SPAN 1105 CRN 87396</b> Last post Aug 23, 2016	Available until Dec 16	No Due Date	    
 <b>PSYC 2034 CRN 87980</b> Last post Aug 23, 2016	Available until Dec 16	No Due Date	    
 <b>PSYC 1024 CRN 87178</b> Last post Aug 23, 2016	Available until Dec 16	No Due Date	    




A blue arrow points to the first course entry, 'SPAN 1105 CRN 87396'.


### 5. Click “Reply”.



This is a graded discussion: 0 points possible due -

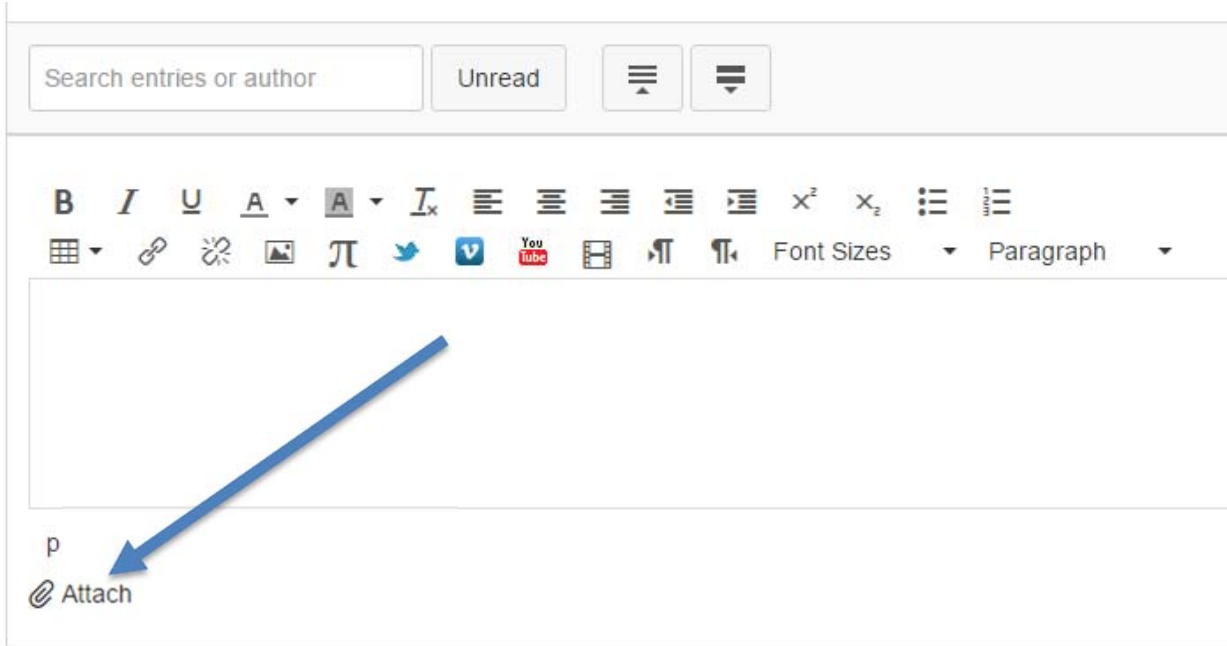
 **SPAN 1105 CRN 87396** Aug 23 at 4:17pm  
Emily Marie Burns

Search entries or author Unread   

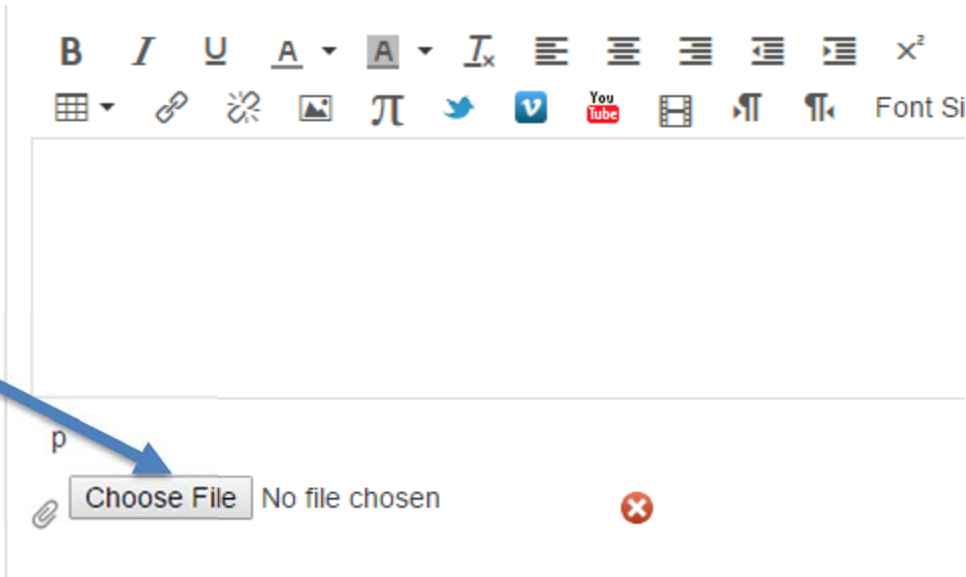
 Reply

A blue arrow points to the 'Reply' button.

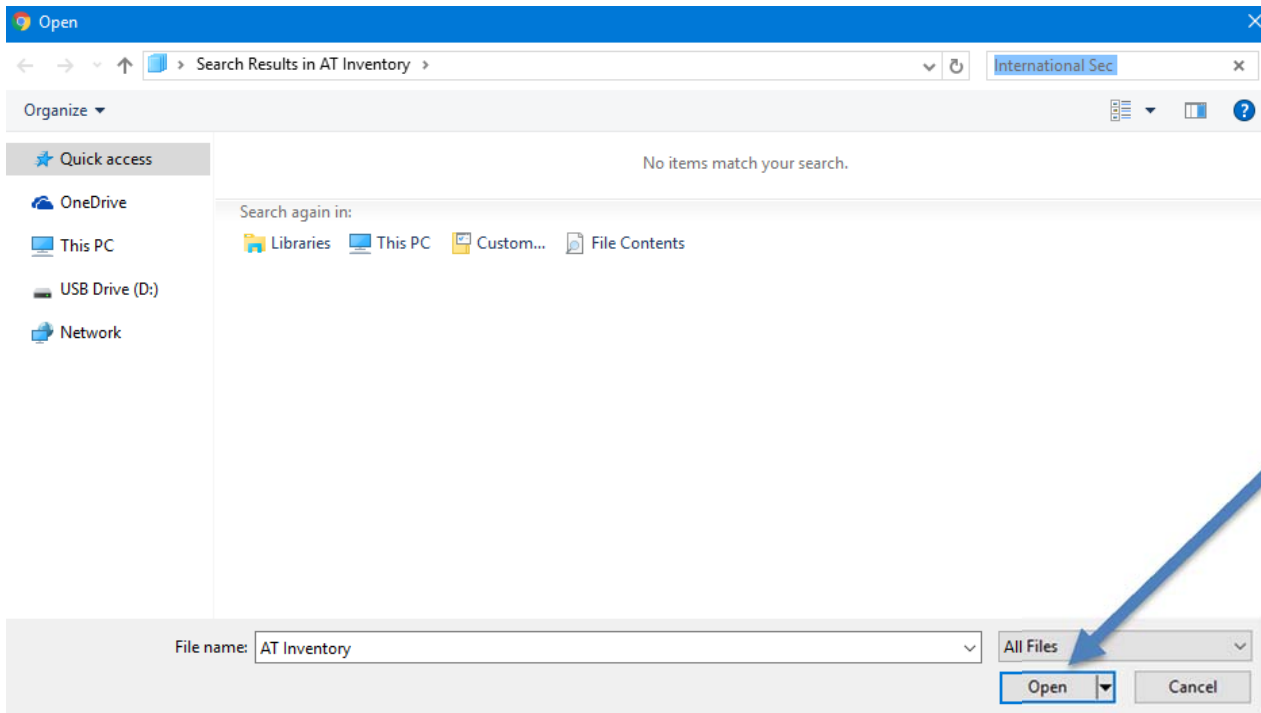
### 6. Click “Attach”.



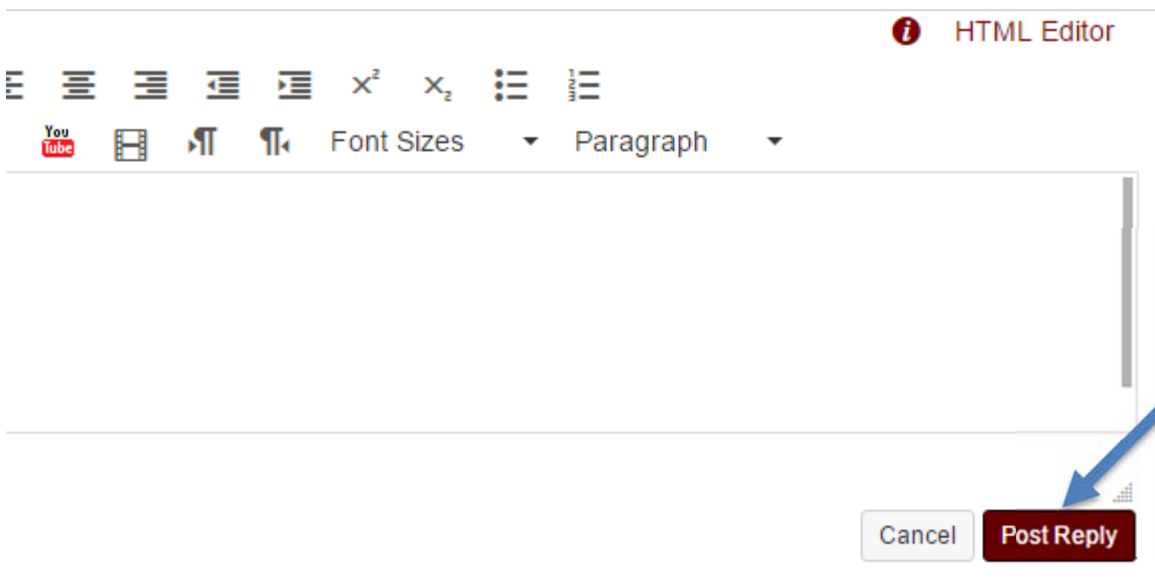
7. Click “Choose File”.



8. Find the saved copy of your notes and click “Open”.



9. After your notes have attached, click “Post Reply”.



10. Follow these instructions for each time that you have new notes to post into Canvas.

11. Please post your notes within 24 hours **after each class session** so that the SSD student using your notes has access to the notes on a regular basis.
  
12. The person that you take notes for will see your name. If that person accidentally replies and you see the person's name on Canvas and/or if the person contacts you in another way, please email SSD at [ssdnotetaking@vt.edu](mailto:ssdnotetaking@vt.edu) so that we can address this concern.
  
13. **Thank you** for being a volunteer note taker. Your service is instrumental in providing equal access to course material for students with disabilities. 😊