



## Note Taker AccessND Instructions How to upload notes in AccessND

1. From a browser window, type in the following URL: <https://oit-nd-accommodate.symlicity.com/notesdropoff/>. You will see the Note-Taker log in screen

Note-Taker Dropoff Portal

1 Note Taker Login 2 Submit Notes 3 Confirmation

Username  
your email address

Course

Submit

2. Enter your Notre Dame email address. And type the Course Number (ex. BIO 10010 or POLS 30445). When the correct class appears, choose it and click “Submit”

Note-Taker Dropoff Portal

1 Note Taker Login 2 Submit Notes 3 Confirmation

Username  
your email address

Course

Submit



### 3. Enter a Title and Date for the Notes

**Submit** **Cancel**

\* indicates a required field

Course \*  
BIO 230 ()

Note Title \*  
Lecture 1 (8.12.2020)

Date Note Taken \*  
2020-08-12 **Select** **Clear**

**Course Information**

Title  
BIO 230

Instructor  
Joseph Strange  
(cappelsilbaugh@symplicity.com)

Days  
Monday, Wednesday, Friday

Start Time  
9:00 am

### 4. Upload your notes using the “Choose File” button

Document

**File**  
For files over 10 Mb, please use the Large Upload button. It requires latest version of Flash plugin to be installed on your system, and your browser needs to allow popups from this site.

**Choose File** Notes Lecture... BIO 230.pdf **Large Upload (Flash)**

Description

9:00 am

End Time  
9:50 am



5. Click Submit

2020-08-12    Select    Clear

Document

**File**  
For files over 10 Mb, please use the Large Upload button. It requires latest version of Flash plugin to be installed on your system, and your browser needs to allow popups from this site.

Notes Lecture... BIO 230.pdf   

Description

Start Time

9:00 am

End Time

9:50 am



6. You will see the confirmation page. If you have more notes to upload, Click Submit More Notes and follow the same process as above.

## Note-Taker Dropoff Portal

1 Note Taker Login

2 Submit Notes

3 Confirmation

Thank You. Your notes have been received.

[Submit More Notes](#)