






Uploading Notes to the DSS Portal

Once you have been assigned to a class you can begin uploading notes.

First, sign into the student portal using your BlazerID and Password



PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

 Sign In Registered Students with Disabilities or Employees Working for DSS	 New Student Application New Student Registration to Receive Accommodation	 Sign Up as Notetaker Submit Application to Take Notes for Students with Disabilities
 Deaf and Hard of Hearing Request Request Transcriber or Interpreter for Your Event on Campus		

On your main page (at the very bottom) you will see where to upload the notes. Select the class and days the notes were for, choose file and finally upload notes.

File Information

Select Class*: **MK 303.2D - Basic Marketing** ▼

Notes for*: **Week 1** ▼

Select Day(s)*

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday	

Select File: **No file chosen**

After they have been uploaded, it will look like this:

Number of Records Found: **1**

Show Limit: **100** ▼ per Page **Update**

Showing Records: **1 - 1**

Navigate to Page: **1** ▼ **Go** [Previous](#) [Next](#)

SBJ	CRS	SEC	Notes Title	Date Uploaded	Size	Delete	View
BUS	300	RR	Notes for Week 1 (Monday)	01/17/2017	74 KB	Delete	View
