

HOW TO UPLOAD NOTES INSTRUCTIONS

- Submit notes to notetaker.ung.edu within 24 hours after class.
- At the top of the page, write or type the name of the class, the instructor's name, page number and date.
- Save a copy of the notes (save to a personal desktop or the P: Drive on a UNG computer).
- Login to notetaker.ung.edu, view the schedule for the correct class.
- Select "Upload Notes" button.
- Give the file title a name. The name should reflect the date the notes were taken: "SOCI1100 Jan 9th notes";
- Select "Attach File" button and load the scanned version of the notes.
- Make sure all notes are legible and posted correctly.
- Include any comments in the comments box. Examples include: quiz next Tuesday, no notes for today – class was cancelled, etc.
- If class is cancelled, or there are no notes for that day, please note that in the "comments" section.
- Once the notes are up loaded select the "Submit" button.
- An icon confirming that the notes have been loaded will appear.
- Always click on the notes to verify that they have been loaded correctly.
- Student Disability Services will conduct a weekly check on all uploaded notes, and payment will be based upon services completed.
- Keep note taking assignments confidential.

If you have any questions or concerns about note taking throughout the semester, please contact the Note-Taker coordinator in your campus' Student Disability Services office.

- [Gainesville Campus](#): Dunlap Mathis building, Room 107, 678-717-3855
- [Dahlonega Campus](#): Stewart Student Success Center, Room 314, 706- 867- 2782
- [Oconee Campus](#): Testing Center, Room 201, 706-310-6204
- [Cumming Campus](#): Cumming Room 237, 470-239-3137
- [Blue Ridge Campus](#): Blue Ridge Room 111, 706-946-5465

If you require this document in an alternative format, please contact [Student Disability Services](#) or call 678-717-3855