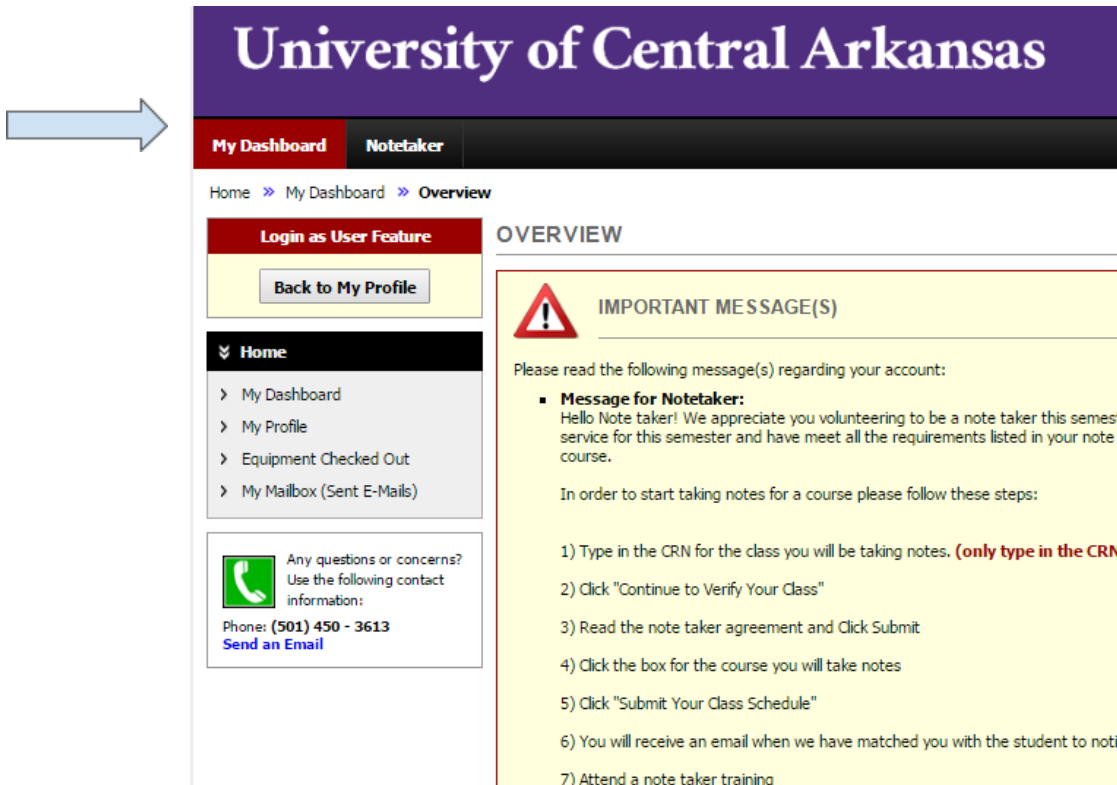


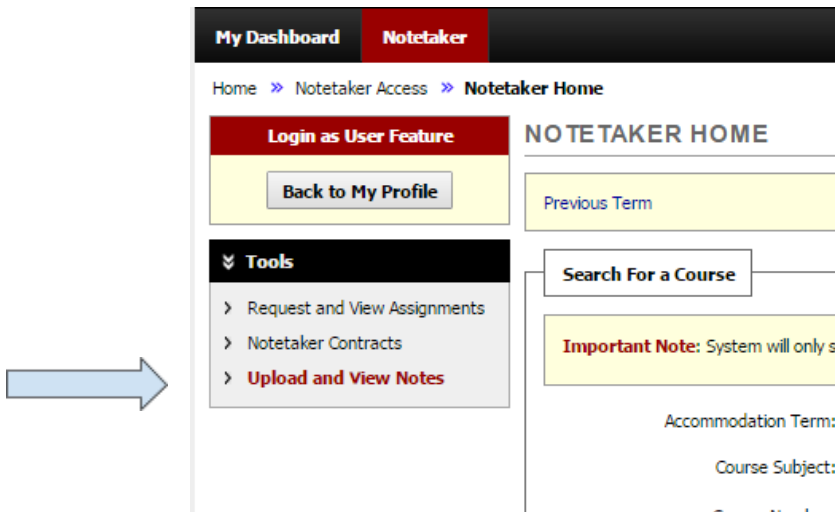
How to Upload Notes to myDRC

1. Log into myDRC with UCA username/password (uca.edu/disability)
2. Click “Notetaker” tab at top of the screen



The screenshot shows the University of Central Arkansas myDRC interface. At the top, there is a purple header with the university name. Below it, a navigation bar has 'My Dashboard' and 'Notetaker' tabs. A blue arrow points to the 'Notetaker' tab. The main content area is titled 'OVERVIEW' and features a yellow box with an 'IMPORTANT MESSAGE(S)' icon. The message reads: 'Hello Note taker! We appreciate you volunteering to be a note taker this semester and have meet all the requirements listed in your note course. In order to start taking notes for a course please follow these steps: 1) Type in the CRN for the class you will be taking notes. (only type in the CRN 2) Click "Continue to Verify Your Class" 3) Read the note taker agreement and Click Submit 4) Click the box for the course you will take notes 5) Click "Submit Your Class Schedule" 6) You will receive an email when we have matched you with the student to noti 7) Attend a note taker training'. On the left side, there is a 'Home' menu with options like 'My Dashboard', 'My Profile', 'Equipment Checked Out', and 'My Mailbox (Sent E-Mails)'. Below the menu is a contact information box with a phone icon and text: 'Any questions or concerns? Use the following contact information: Phone: (501) 450 - 3613 Send an Email'.

3. Look for the “Upload and View Notes” option on the left column and click the link.



The screenshot shows the University of Central Arkansas myDRC interface, specifically the 'NOTETAKER HOME' page. The top navigation bar has 'My Dashboard' and 'Notetaker' tabs. Below it, a breadcrumb trail reads 'Home >> Notetaker Access >> Notetaker Home'. The main content area is titled 'NOTETAKER HOME' and features a 'Search For a Course' input field. Below the search field is a yellow box with an 'Important Note: System will only se'. At the bottom, there are labels for 'Accommodation Term:', 'Course Subject:', and 'Course Number:'. On the left side, there is a 'Tools' menu with options like 'Request and View Assignments', 'Notetaker Contracts', and 'Upload and View Notes'. A blue arrow points to the 'Upload and View Notes' option.

4. Select the Class, Notes for, Day, and upload file.

UPLOADING NOTES



REMEMBER TO SCAN FILE WITH ANTIVIRUS BEFORE UPLOADING OR AFTER DOWNLOADING

Important Notice: We recommend that you use Antivirus to scan your document before uploading your file to our application or after downloading the file from our application.

If you find a file that is infected with a virus, please delete the file immediately and contact the student.



UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **3 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Select Class*:

Notes for*:

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 Note Uploaded Under Your Profile for the Current Term