

How to Post your Notes Online:

1. Login to your AOS online profile using your WATIAM username and password [york.accessiblelearning.com/uwaterloo](file:///C:\Users\sdshiffl\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\WDTEC9R9\york.accessiblelearning.com\uwaterloo)
2. In the Home screen, scroll down to "File Information"
3. Select the course you wish to upload notes for using the drop down menu. If you're a note-taker for more than one course, please ensure you select the correct course
4. Enter the week number in the "Notes for:" field. Example: Week 1
5. Select the day(s) of the week your notes were taken. Example: Tuesday and Thursday
6. Select your files using the "Browse" button
7. Select "Open"
8. Select "Upload Notes"
9. Please ensure your notes were uploaded to the system successfully. Look for a checkmark and a "System Update Successful" notification at the top of the page.