

# Uploading Notes to Accommodate

Office of Accessibility and Disability Services

# Making This Slide Deck Work for You

This slide deck is already designed with accessibility in mind. However, you can personalize it to better fit your needs using the options below

Prefer Text-to-Speech? Download this deck and use a reader that works for you!

- Download as PowerPoint (.PPTX): Use Read Aloud or [Immersive Reader in Microsoft PPT](#)
- Download as PDF: [Use Adobe Reader Read Out Loud](#) or screen reader software
- [Download Instructions for the Deck](#)

# Making This Slide Deck Work for You (Cont'd.)

Browser-Based Tools: These tools work directly in Chrome or Edge.

- [Natural Reader \(Chrome Extension\)](#)
- [Read Aloud: A Text-to-Speech Voice Reader](#)
- [Speech Central](#)
- [Microsoft Edge Read Aloud](#)

# Making This Slide Deck Work for You (Cont'd.)

## Visual Support Tools:

- [Helperbird](#) – font adjustments, spacing, dyslexia mode, color contrast
- [Dark Reader](#) – dark mode
- [OpenDyslexic Font for Chrome](#) – dyslexia-friendly font
- Use browser zoom, high contrast mode, or full-screen view as needed ([Google Chrome Accessibility Tips](#), [Microsoft Edge Accessibility Tips](#), [Safari Accessibility Tips \(macOS/iOS\)](#) )
- If you're looking for more options, feel free to explore our Assistive Technology (AT) list on our website. It includes a wide range of tools for organization, speech-to-text, managing distractions, and more. [View the full list here.](#)

## Overview

Note-takers that have been matched to class will need to follow the below instructions to upload their class notes.

1. After you have been matched to a specific course, you will need to access your account through the external dropbox.

<https://umbc-accommodate.symplicity.com/notedropoff>

## Step 2

You must use your default UMBC email address that consists of your student ID number (Ex. JW11613@umbc.edu). If you use your username email address, you will receive an error stating you must use your CampusID@umbc.edu email.

### Note-Taker Drop Off Portal

1

2

3

Username

your email address

Course

 CHEM 898 02 (2314) MTG1 (Pre Candidacy Doctoral Research)

## Step 3

Once you log-in, you will be able to upload your notes for the assigned class. Please note if you are assigned more than one class, you will need to go through the login process for each class. Please label your notes as the title of the class and the date the notes were taken:

Ex. course number, section number, class time, date notes taken (Math 101  
01 1022 11/12/16)

## Step 4

If there are no notes for the class, in the description box, please provide the reason there were not notes uploaded. (i.e., class cancelled, test in class, or presentation in class). In the “document” section you can click on “choose file” or “large upload” to submit your notes.

## Step 5

Please note you can scan handwritten notes in the library. Once you have uploaded your notes click "submit". If you have trouble uploading notes please contact SDS at [sdsnotetaking@umbc.edu](mailto:sdsnotetaking@umbc.edu).