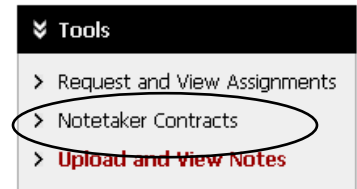


Uploading Notes to STARS

STEP ONE: Log-in to your account at <https://york.accessiblelearning.com/Akron>

- On the left hand side of the page under 'Tools' select 'Upload and View Notes'



STEP TWO: Fill out the 'File Information'

- Select class, week, and day(s) for which you will be uploading
- Browse your computer or flash drive for the notes you are uploading

UPLOADING NOTES

Uploading Instructions: Please scan your document at **150 dpi as the scanner resolution**. The maximum allowable file size is **1 MB** per upload.

File Information

Select Class*: **2820 161.012 - Technical Physics: Mechanics I**

Notes for*: **Week 3**

Select Day(s)*

Monday Tuesday
 Wednesday Thursday
 Friday Saturday
 Sunday

Select File: C:\Documents and

STEP THREE: Select 'Upload Notes'

- You will get a message that your notes were uploaded properly



- Below is what you will see; you can also access these notes. If you posted the incorrect notes you can delete and re-load the correct notes. All notes you upload for the semester will be listed.

Number of Records Found: **4** Show Limit: **100** per Page

Showing Records: **1 - 4** Navigate to Page: **1** Previous Next

SBJ	CRS	SEC	Notes Title	Date Uploaded	Size	Delete	View
2820	161	012	Notes for Week 2 (Monday, Wednesday)	03/01/2012	9 KB	Delete	View
2820	161	012	Notes for Week 5 (Monday, Wednesday)	03/01/2012	9 KB	Delete	View
2820	161	012	Notes for Week 4 (Monday, Wednesday)	03/01/2012	9 KB	Delete	View
2820	161	012	Notes for Week 3 (Monday, Wednesday)	03/01/2012	9 KB	Delete	View

- If the server is not letting you upload notes, you will get an error message stating what the problem is and how to resolve it

Uploading Instructions: Please scan your document at **150 dpi as the scanner resolution**. The maximum allowable file size is **1 MB** per upload.



INCOMPLETE FIELDS

There was a problem processing your request, please make sure you check the following field(s):

- Your file size is larger than **1 MB**. Please resize your document or scan with lower resolution before submitting your file.
- System is unable to process your file because it does not meet the criteria on file type, see guideline on file submission requirement.