

# DAS Quick Guide [for Notetakers]

## Scanning and Uploading Notes

### STEP 1. FIND A SCANNER

DAS has a scanner available for your convenience. Our scanner is fast and designed to reduce the file size of your documents. We are located in A200 Kerr Administration Building and are open 8 am - 5 pm Monday - Friday when the University is open.

The Valley Library has a scanner available for use at no cost for sizes up to 12x18" at the SMS desk on the second floor. You will need your OSU ID or convenience card. Follow the directions taped to the display screen to scan and email a document to yourself. It is free, but your card must have money on it to activate the transaction.



### STEP 2. EMAIL THE DOCUMENT TO YOURSELF & DOWNLOAD TO A COMPUTER

Do not email the document directly to the DAS student(s). Email the document to your email address and download to your computer.

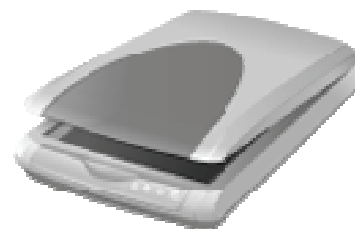
### STEP 3. UPLOAD THE NOTES INTO DAS ONLINE SERVICES

Connect to DAS Online Services, and select "List and Upload Notes" on the left-hand menu. Select the course, week and day for the notes. Click the Browse button to locate the document on your computer and upload it. Submitted notes should appear at the bottom of the screen.

## FAQ

### "WHAT SHOULD I DO IF THE FILE SIZE IS TOO LARGE?"

Don't panic. If you are scanning a set of notes with several pages, break up the set and scan a few pages at a time. If the file size is still too large come to the DAS office for technical assistance immediately.



Flatbed scanners like this one often create very large images, so they are not recommended to use for notetaking.

### "MY STUDENT WANTS ME TO SEND NOTES VIA E-MAIL"

DAS recommends that you upload your notes online. In rare cases, an alternative Notetaker-Student Agreement (NSA) may be appropriate. You or the student must fill out and sign the alternative agreement and submit the form to the DAS office. Please be aware that each class should have only one delivery method and all DAS students should fill out and sign a form. Download the alternative Notetaker-Student Agreement form at: <http://ds.oregonstate.edu/documents/alt-nsa.pdf>.

NEED TECHNICAL ASSISTANCE?

Visit us: A200 Kerr Administration Building

Call us: 541-737-4098

E-mail us: [Notetaking.Services@oregonstate.edu](mailto:Notetaking.Services@oregonstate.edu)

**Oregon State**  
UNIVERSITY