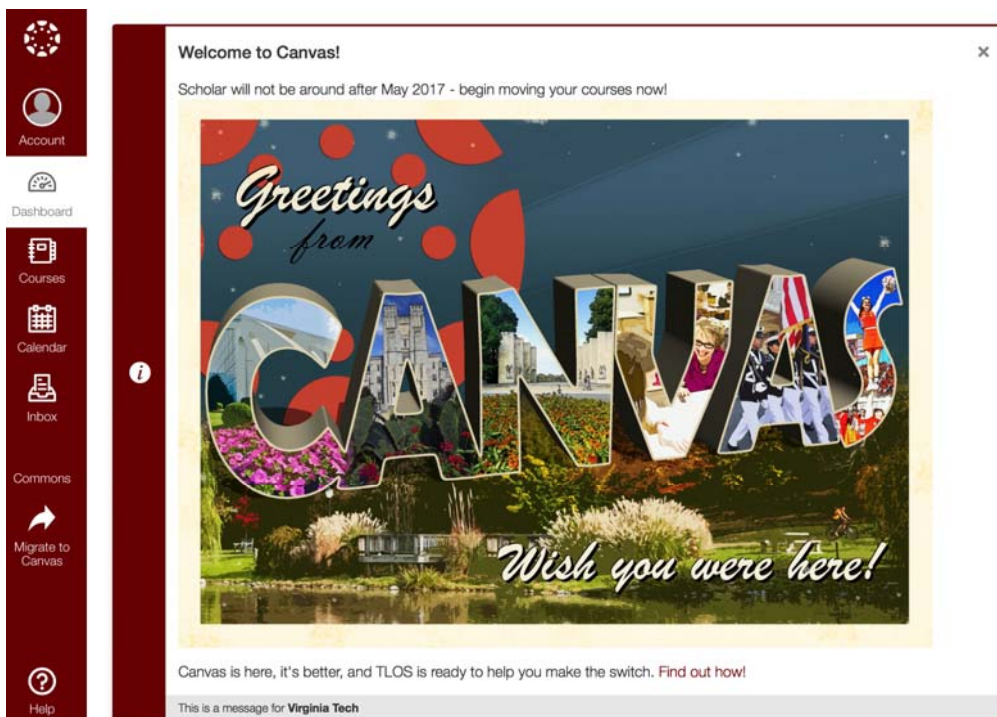
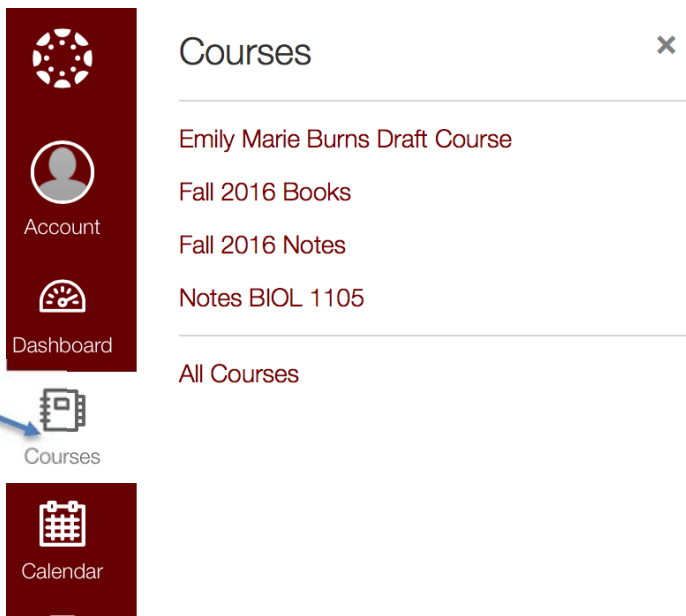


Directions to download notes from Canvas

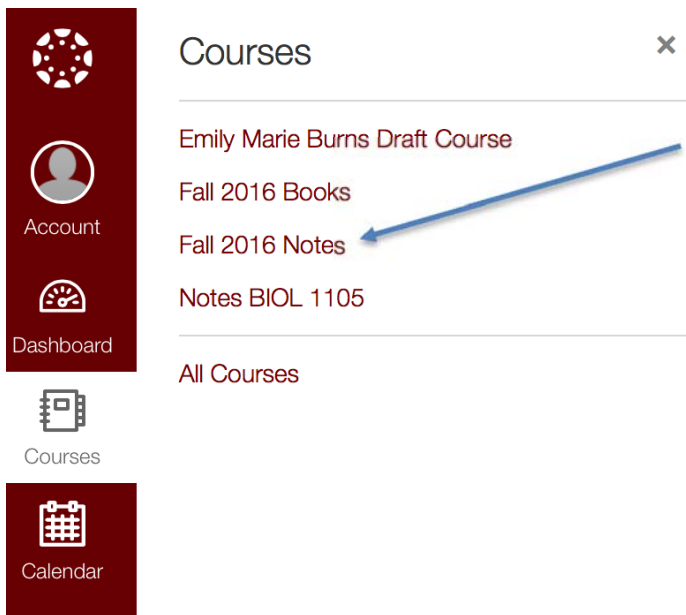
1. Log into Canvas with your PID and password at canvas.vt.edu.



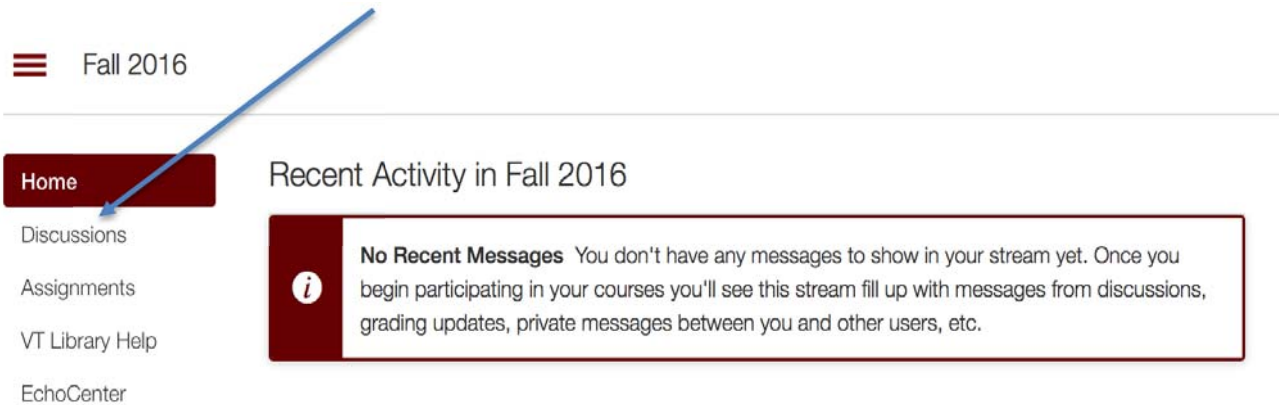
1. Click on courses.



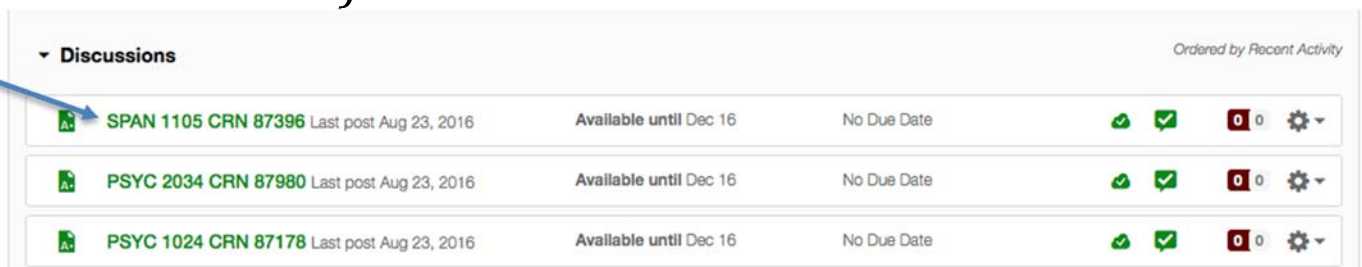
2. Click on "Fall 2016 Notes."



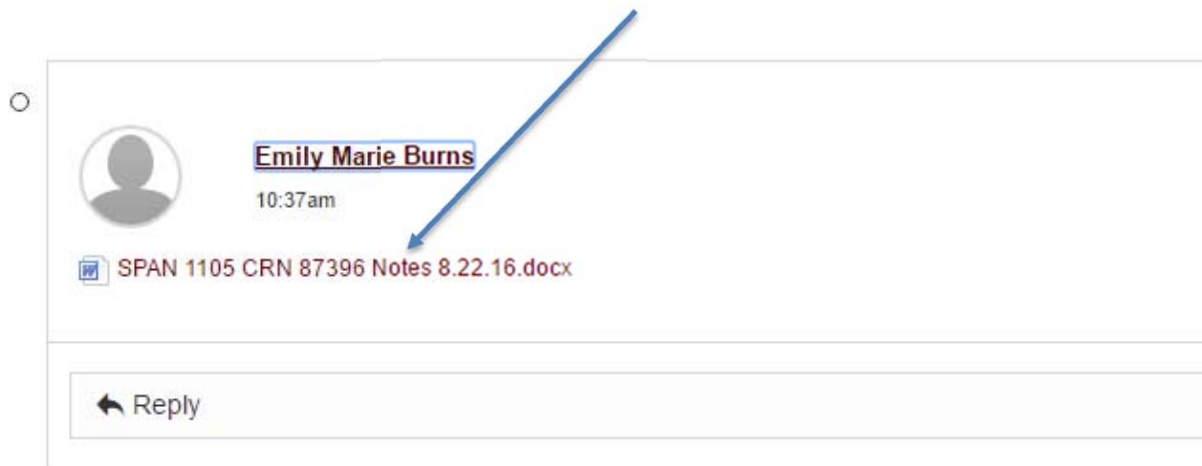
3. Click “Discussions” located on the left side of the screen directly under “Home”.



4. Find the course you want for which you want to download notes and click on it (i.e. SPAN 1105 CRN 87396).



5. Click the course name and date(s) of the course notes you need to download (i. e. SPAN 1105 CRN 87396 Notes 8.22.16).



6. Your notes will download in the left bottom corner of your computer screen. Click on the downloaded notes and hit “open”.



7. Save your notes to your computer or a jump drive for future use.
8. Check for uploaded notes on a **regular basis** (i.e. within 24-48 hours of each class session).
9. If you are not receiving notes and/or notes are incomplete, email the SSD at ssdnotetaking@vt.edu.
10. **Do not reply to the discussions for your courses.** If you reply your note taker will see your

name on the discussion board. If you need to communicate with your note taker, please contact SSD directly regarding your concern.