**Uploading Your Notes**

1. **Go to** [**https://wm-accommodate.symplicity.com/notesdropoff/**](https://wm-accommodate.symplicity.com/notesdropoff/)



1. **Enter your W&M username (not the entire email address) and the course for which you are uploading notes – then hit SUBMIT**



1. **Give the notes a title** (optional: add the date on which they were taken)
2. **Browse your computer and select the appropriate file** (optional: add a description)
3. **Click SUBMIT**



1. **You have now successfully uploaded your notes!** If you have more notes to add, hit “Submit More Notes”